

Council of Ontario Universities

Process Guide for the

COU-COFO Online Reporting Application

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1. Security

Security Roles Defined in the Application

The following Security Roles have been defined in the application. A brief description of what each of the roles can do is provided below.

User Roles

All COFO and Benchmarking Roles are restricted to the associated Institution and affiliates where applicable:

1. COFO Admin – Access to Add Users for their Institution as COFO Reporters, COFO Approvers and COFO Guests
 - Ability to Maintain users for their Institution (unlock, change password, inactivate or reactivate)
2. COFO Reporter – Access to upload and delete completed Excel Templates
 - Ability to enter/edit/delete variance comments as required
 - Change the Submission status on a template upload to Ready for Approval.

There can be multiple reporters per institution but only one at a time can submit data for processing.

3. COFO Approver – Access to view data belonging to their institution
 - Access to view data belonging to any of the affiliates that are associated with their institution
 - Access to authorize his/her institution's data submission to the Approved level.
4. COFO Guest – Ability to view data in the system for the Institution assigned. The COFO Administrator can add these users for their institution. If these users are in the system already under another institution, then they will have to be given a second User name for the COFO Guest access.
5. COFO Survey - Ability to access the Survey related pages. This user role is used in connection with the COFO Reporter and COFO Approver. If a COFO Reporter has the survey role, they will be able to enter survey information for their Institution and mark it Ready for Approval. If a COFO Approver has the survey role, they will be able to review their Institution's submission and mark it Approved or put it back to Pending for changes.
6. FRC Members – Read only access to view all submissions to assist in verifying accounting consistency across institutions. While they have access to view all institutions information, they are still associated with a single institution on the User setup page.

FRC Members can only be added by the COU Administrator.

7. CSAO Members – this group was added primarily to receive email communications from the application. This role can only be added by the COU Administrator. It is assumed that users assigned to the role will not log-in to the application, however, nothing stops them from doing so.
8. Benchmarking Admin
 - Access to Add Users for their Institution as Benchmarking Inquirer, Benchmarking Coordinators, Benchmarking Admin and Benchmarking Approvers.
 - Ability to Maintain users for their Institution (unlock, change password, inactivate or reactivate).
 - Access to the Benchmarking Interactive Reporting.
9. Benchmarking Coordinator
 - Access to upload Benchmarking Excel Templates
 - Ability to change the Submission status on a template uploaded from “Pending” to “Ready for Approval”.
 - Access to the Benchmarking survey history page.
 - Access to the Benchmarking Interactive Reporting.
10. Benchmarking Approver
 - Access to approve or deny a template in “Ready for Approval” status
 - Ability to download and review the uploaded benchmarking template.
 - Access to the Benchmarking Interactive Reporting.
11. Benchmarking Inquiry
 - Access to the interactive reporting tool for the Benchmarking data
 - Access to the Benchmarking survey history page.
 - Access to the Benchmarking Interactive Reporting

Adding a New User

Log in to the COU-COFO Online Reporting Application as the COFO Administrator or the Benchmarking Administrator. From the Main Menu, select the 'Users' menu option in the Administration section.



COUNCIL OF ONTARIO UNIVERSITIES COFO Online Reporting

Hello, jwalters1 Log off

Main Menu

Survey

Benchmarking Survey History

Interactive Reporting

Benchmarking Interactive Reporting

Information

Institutions

Templates

Administration


Users

Current Year Report/Survey Submission Deadline

	Launch Date	Dead Line
Annual COFO Template	Monday, August 24, 2020	Friday, October 02, 2020
Financial Health Indicators Survey	Monday, September 21, 2020	Friday, October 16, 2020
Benchmarking Template	Monday, October 26, 2020	Friday, November 06, 2020
Audit Fees Survey	Monday, January 04, 2021	Friday, January 29, 2021

The following Users page will appear. If you are a COFO Administrator or Benchmarking Admin, you will only be able to see the Users associated with your Institution.

Click on the 'Add new record' option at the top of the page to access the setup page.


**COUNCIL OF ONTARIO
UNIVERSITIES**
COFO Online Reporting

Main Menu

Users

+ Add new record
Refresh

	User Name	First Name	Last Name	Email	Institution	Active	Roles
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Edit	a6jordan	Ang	Fu	diegoalexis@hotmail.com	Algoma University	True	Benchmarking Coordinator COFO Reporter COFO Survey COU Admin
Edit	bgrisdale	Billi	Grisdale-Briski	diego.suarez@tgtsolutions.com	Algoma University	True	Benchmarking Admin Benchmarking Coordinator COFO Reporter COFO Survey
Edit	ibruni	Ivana	Bruni	diego.suarez@tgtsolutions.com	Algoma University	True	COFO Reporter COFO Survey
Edit	jwalters1	Judy	Walters-Test for Univ	judy.walters@tgtsolutions.com	Algoma University	True	Benchmarking Admin COFO Admin
Edit	krousseau	Kramer	Rousseau	diego.suarez@tgtsolutions.com	Algoma University	True	COFO Approver COFO Guest COFO Reporter COFO Survey
Edit	msnowdon	Michael	Snowdon	diego.suarez@tgtsolutions.com	Algoma University	True	Benchmarking Inquiry COFO Guest
							Benchmarking Admin Benchmarking Approver Benchmarking Coordinator

When the setup' page appears, enter the User Information. The format for the User name should be first initial last name. For example, John Smith would be jsmith.

Users

+ Add new record
Refresh

User Name	First Name	Last Name	Email	Institution	Active	Roles
					<input type="checkbox"/>	

Employee Details
Personal Info:
Username: Please fill in user name
FirstName: Please fill in first name
Last Name: Please fill in last name
Email: Please fill in email
Institution: Laurentian University
For Institution/Organization users, please select the primary institution from the drop down list.
For COU users, choose (ALL).

Change Password
To change the password, enter the new password and the confirm-password below. Leave these fields blank to keep the same password.
A Password must be at least 7 characters long and must contain both a number and a special character.
Password:
Confirm Password:
Active: ☒ Active
Locked Out: ☐ Un-check the box to un-lock this user account.

Role(s)
- Choose one or more roles from the list below for this user. A selection is required.
☐ COFO Admin
☐ COFO Approver
☐ COFO Guest
☐ COFO Reporter
☐ COFO Survey
☐ CSAO Members
☐ FRC Members

Delete
Insert
Cancel

The COFO Administrator or Benchmarking Admin's Institution will default automatically in the Institution box.

Enter a password for the new user keeping in mind that it follows the COU password standards. The password standard is noted above the Password field.

Ensure that the Active box is selected to 'activate' the User.

Check the Role(s) that this User is being assigned and then click on the Add button. The COFO Administrator and Benchmarking Admin can only select the COFO and Benchmarking roles. Roles that you cannot access will not be listed.

All of the fields displayed on the page must contain information for the system to add the New User. If a field is missing, the system will prompt you to complete the required fields.

Once all of the fields are populated, click on the button to add the new User.

An example is as follows:

Users

+ Add new record
Refresh

	User Name	First Name	Last Name	Email	Institution	Active	Roles
		John				<input type="checkbox"/>	
Edit	JSmith	John	Smith	judy.walters@tgtolutions.com	Laurentian University	True	COFO Reporter

Employee Details

Personal Info:

Username: JSmith
FirstName: John
Last Name: Smith
Email: judy.walters@tgtolutions.cc
Institution: Laurentian University

Change Password

To change the password, enter the new password and the confirm-password below. Leave these fields blank to keep the same password.

A Password must be at least 7 characters long and must contain both a number and a special character.

Password:
Confirm Password:
Active: ☒ Active
Locked Out: ☐ Un-check the box to un-lock this user account.

Role(s)

- Choose one or more roles from the list below for this user. A selection is required.

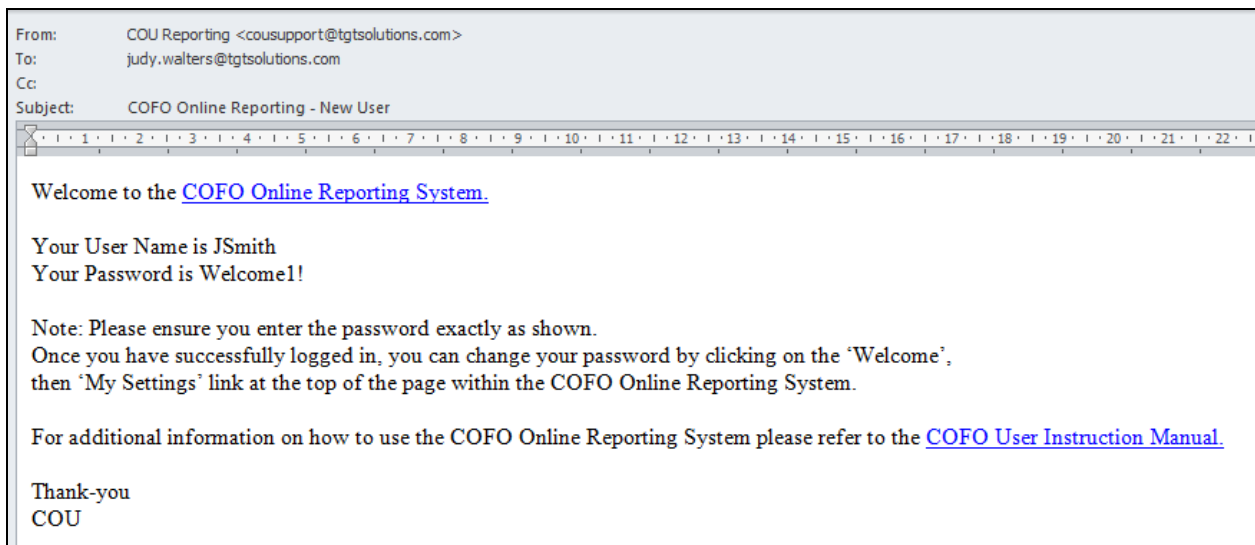
☐ COFO Admin
☐ COFO Approver
☐ COFO Guest
☒ COFO Reporter
☐ COFO Survey
☐ CSAO Members
☐ FRC Members

Delete
Update
Cancel

Email Notification to a New User

Once a new User has been defined and the information inserted, the application will send an email to the new User with their User ID and their Password, using the email address entered when the User was setup.

The email will come from COU Reporting (cousupport@tgtolutions.com) and will contain the following information:




The User can access the application using the link in the email.

Inactivating or Re-activating a User

Log in to the COU-COFO Online Reporting Application as the COFO Administrator or the Benchmarking Administrator. You will only be able to update users associated with your Institution.

From the Main Menu, select the 'Users' menu option in the Administration section.



Current Year Report/Survey Submission Deadline

	Launch Date	Dead Line
Annual COFO Template	Monday, August 24, 2020	Friday, October 02, 2020
Financial Health Indicators Survey	Monday, September 21, 2020	Friday, October 16, 2020
Benchmarking Template	Monday, October 26, 2020	Friday, November 06, 2020
Audit Fees Survey	Monday, January 04, 2021	Friday, January 29, 2021

When the 'Users' page appears, the status for the User appears in the 'Active' column on the right. True means they are active. False means they are not active.

Users

+ Add new record							Refresh
	User Name	First Name	Last Name	Email	Institution	Active	Roles
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Edit	AWhissell	Andre	Whissell	diego.suarez@tgtsolutions.com	Laurentian University	True	Benchmarking Admin Benchmarking Approver Benchmarking Coordinator COFO Admin COFO Reporter COFO Survey FRC Members
Edit	CChaput	Carole	Chaput	judy.walters@tgtsolutions.com	Laurentian University	True	COFO Admin COFO Reporter COFO Survey
Edit	nlavallee	Norm	Lavallee	judy.walters@tgtsolutions.com	Laurentian University	True	Benchmarking Approver COFO Approver COFO Survey
Edit	tfleury	Tracy	Fleury	diego.suarez@tgtsolutions.com	Laurentian University	True	Benchmarking Inquiry
Edit	JSmith	John	Smith	judy.walters@tgtsolutions.com	Laurentian University	True	COFO Reporter

Click on the Edit word beside the User Name of the User that you are going to inactivate or re-activate. When the 'User Information detail' page opens, uncheck the 'Active' checkbox to inactivate the User. Then click on the 'Update' button at the bottom of the page.

Users

+ Add new record
Refresh

	User Name	First Name	Last Name	Email	Institution	Active	Roles
Edit	JSmith	John	Smith	judy.walters@tgt solutions.com	Laurentian University	True	COFO Reporter

Employee Details

Personal Info:

Username: JSmith
First Name: John
Last Name: Smith
Email: judy.walters@tgt solutions.cc
Institution: Laurentian University
For Institution/Organization users, please select the primary institution from the drop down list. For COU users, choose (ALL).

Change Password

To change the password, enter the new password and the confirm-password below. Leave these fields blank to keep the same password.
A Password must be at least 7 characters long and must contain both a number and a special character.
Password:
Confirm Password:
Active: ☒ Active
Locked Out: ☐ Un-check the box to un-lock this user account.

Role(s)

- Choose one or more roles from the list below for this user. A selection is required.
☐ COFO Admin
☐ COFO Approver
☐ COFO Guest
☒ COFO Reporter
☐ COFO Survey
☐ CSAO Members
☐ FRC Members

Delete
Update
Cancel

Once the change is saved, the system will return you to the 'Users' page where you can confirm that the change took effect by reviewing the information in the 'Active column. The Users' active status will change to False as we inactivated them.

Users

+ Add new record
Refresh

	User Name	First Name	Last Name	Email	Institution	Active	Roles
Edit	JSmith	John	Smith	judy.walters@tgt solutions.com	Laurentian University	False	COFO Reporter

To activate a User that is currently inactive, select the User from the list and click on the Edit word. Check the 'Active' checkbox to make them active again. Then click on the 'Update' button at the bottom of the page.

Users

+ Add new record
Refresh

	User Name	First Name	Last Name	Email	Institution	Active	Roles
Edit	JSmith	John	Smith	judy.walters@tgttsolutions.com	Laurentian University	True	COFO Reporter

Employee Details

Personal Info:

Username: JSmith

FirstName: John

Last Name: Smith

Email: judy.walters@tgttsolutions.cc

Institution: Laurentian University

Change Password

To change the password, enter the new password and the confirm-password below. Leave these fields blank to keep the same password.

A Password must be at least 7 characters long and must contain both a number and a special character.

Password:

Confirm Password:

Active: ☐ Active

Locked Out: ☐ Un-check the box to un-lock this user account.

Role(s)

- Choose one or more roles from the list below for this user. A selection is required.

☐ COFO Admin

☐ COFO Approver

☐ COFO Guest

☒ COFO Reporter

☐ COFO Survey

☐ CSAO Members

☐ FRC Members

Delete
Update
Cancel

When you are reactivating a User, the Password should also be updated as it is highly likely, the User will not remember their previous password. Once the page is saved, the system will send the updated User an email with their new password.


Changing a Password for a User

There are two ways a password can be updated for a User:

1. It can be changed on the User Edit link by the COU Administrator or by the COFO Administrator or the Benchmarking Admin if the User is associated with their Institution.
2. Or it can be requested by the User from the application if the User has forgotten their password.

Option 1: Changing it using the User Edit page

Log in to the COU-COFO Online Reporting Application as one of the three Administrators. From the Main Menu, select the 'Users' menu option in the Administration section.



COUNCIL OF ONTARIO UNIVERSITIES COFO Online Reporting

Hello, jwalters1 Log off

Main Menu

Survey

Benchmarking Survey History

Interactive Reporting

Benchmarking Interactive Reporting

Information

Institutions

Templates

Administration

Users

Current Year Report/Survey Submission Deadline

	Launch Date	Dead Line
Annual COFO Template	Monday, August 24, 2020	Friday, October 02, 2020
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Audit Fees Survey	Monday, January 04, 2021	Friday, January 29, 2021

Select the User to be updated from the User list on the 'Users' page, by clicking on the Edit word beside the User Name field or the User Name can be entered in the Search box above the column to find the User in the list. You can enter the full name or some partial text to find the user. Once entered, tab out of the field and the application will do the search for you.

Users

+ Add new record Refresh

	User Name	First Name	Last Name	Email	Institution	Active	Roles
	<input type="text"/>	<input type="text" value="bi"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Edit	bgrisdale	Billi	Grisdale-Briski	diego.suarez@tgt solutions.com	Algoma University	True	Benchmarking Admin Benchmarking Coordinator COFO Reporter COFO Survey

Click on the Edit word beside the User Name to open the information page:

Edit JSmith John Smith judy.walters@tgt solutions.com Laurentian University True COFO Reporter

Employee Details

Personal Info:

Username:

FirstName:

Last Name:

Email:

Institution:

Change Password

To change the password, enter the new password and the confirm-password below. Leave these fields blank to keep the same password.

A Password must be at least 7 characters long and must contain both a number and a special character.

Password:

Confirm Password:

Active: ☒ Active

Locked Out: ☐ **Un-check the box to un-lock this user account.**

Role(s)
- Choose one or more roles from the list below for this user. A selection is required.

☐ COFO Admin

☐ COFO Approver

☐ COFO Guest

☒ COFO Reporter

☐ COFO Survey

☐ CSAO Members

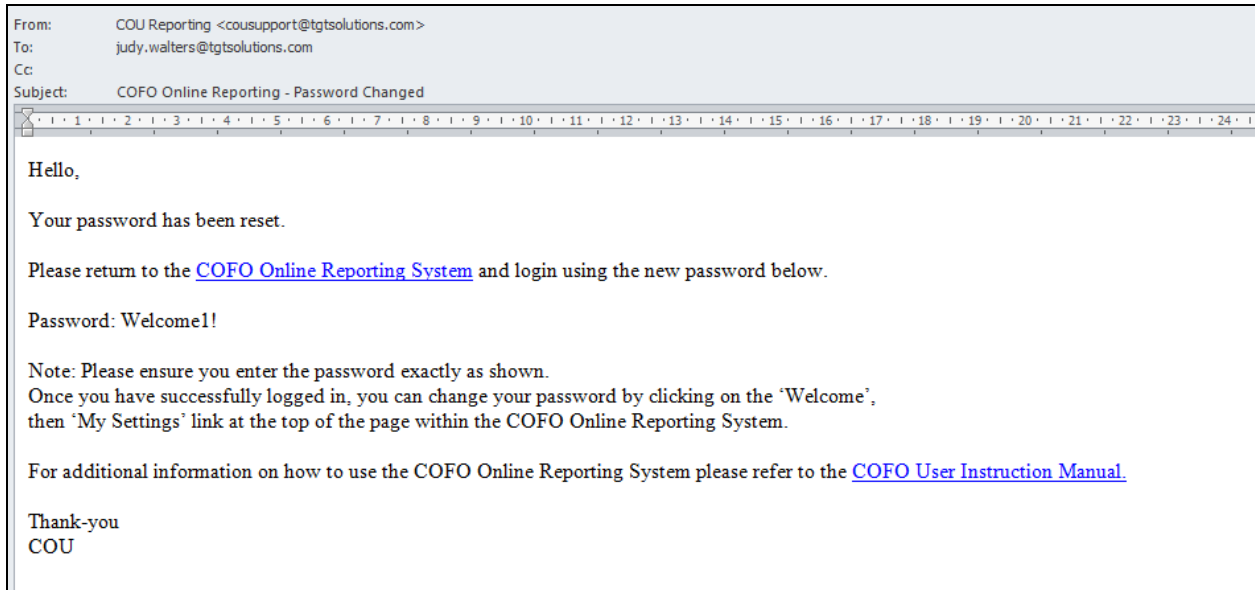
☐ FRC Members

Delete Update Cancel

Enter the new Password and the Confirm Password information and click on the 'Update' button. The Password must conform to the standards defined by COU noted above the Password fields.

Once the page has been saved, the application will send an email to the User with their updated password, using the email address entered for the User.

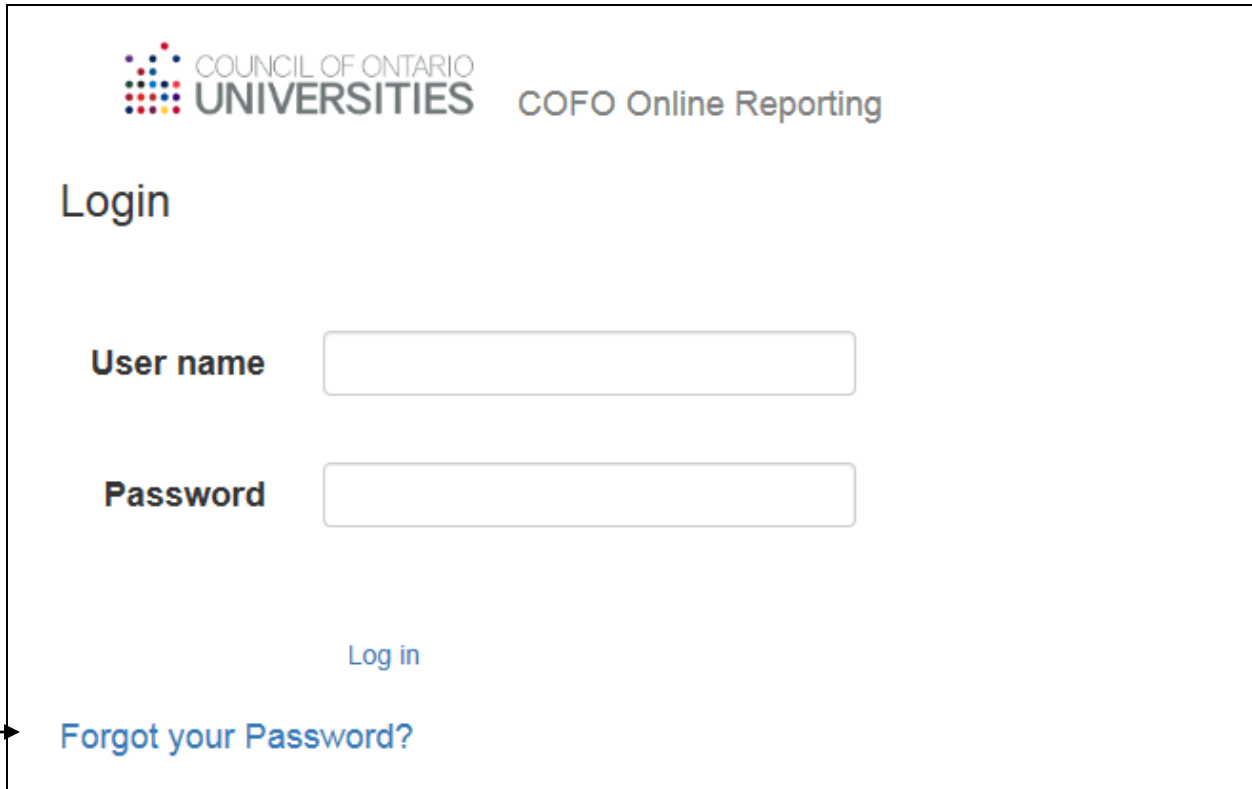
The email will come from COU Reporting (cousupport@tgtolutions.com) and will contain the following information:



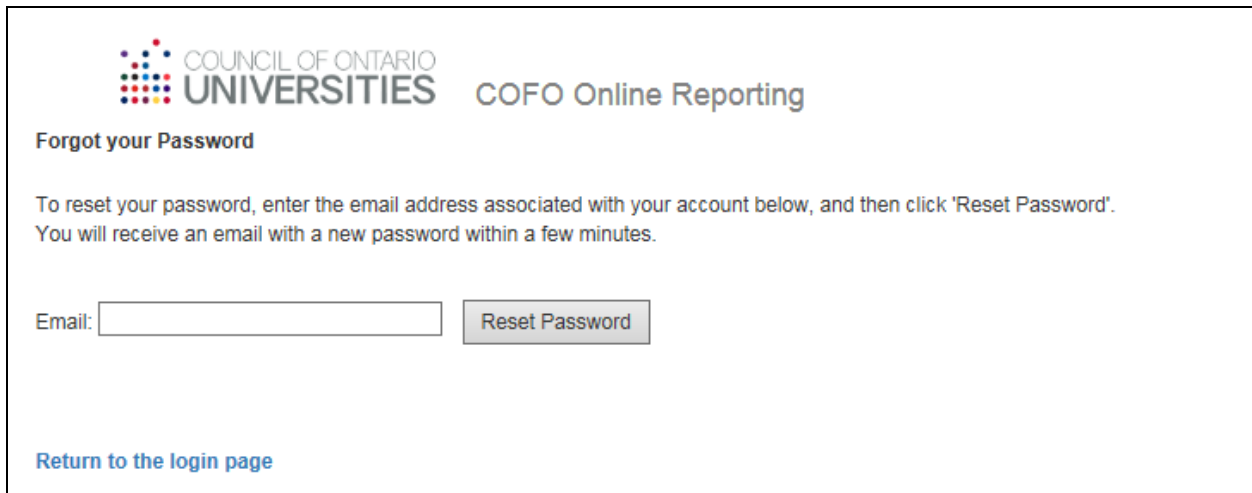
The link in the email can be used to log into the application if needed.

Option 2: Users Requesting a New Password

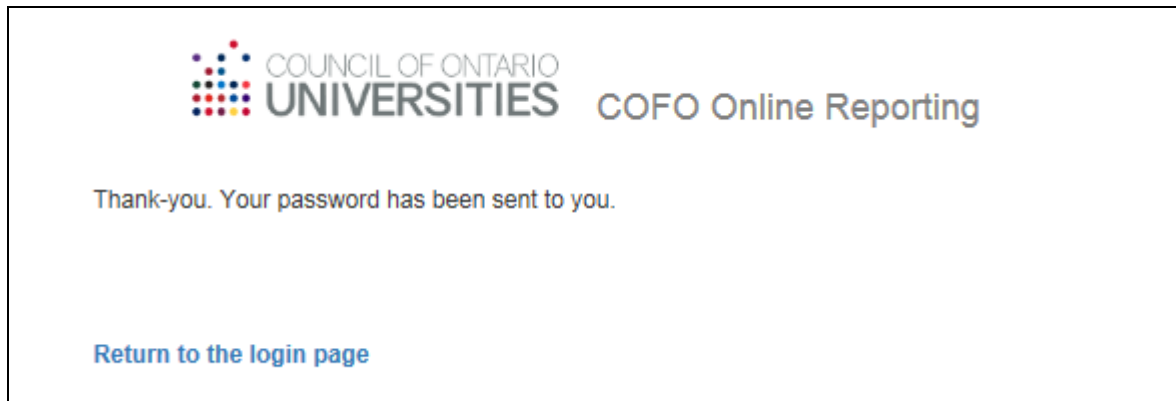
If a User has forgotten their password, they have to navigate to the Sign-in page for the Online Reporting Application and click on the '[Forgot your Password?](#)' Link.



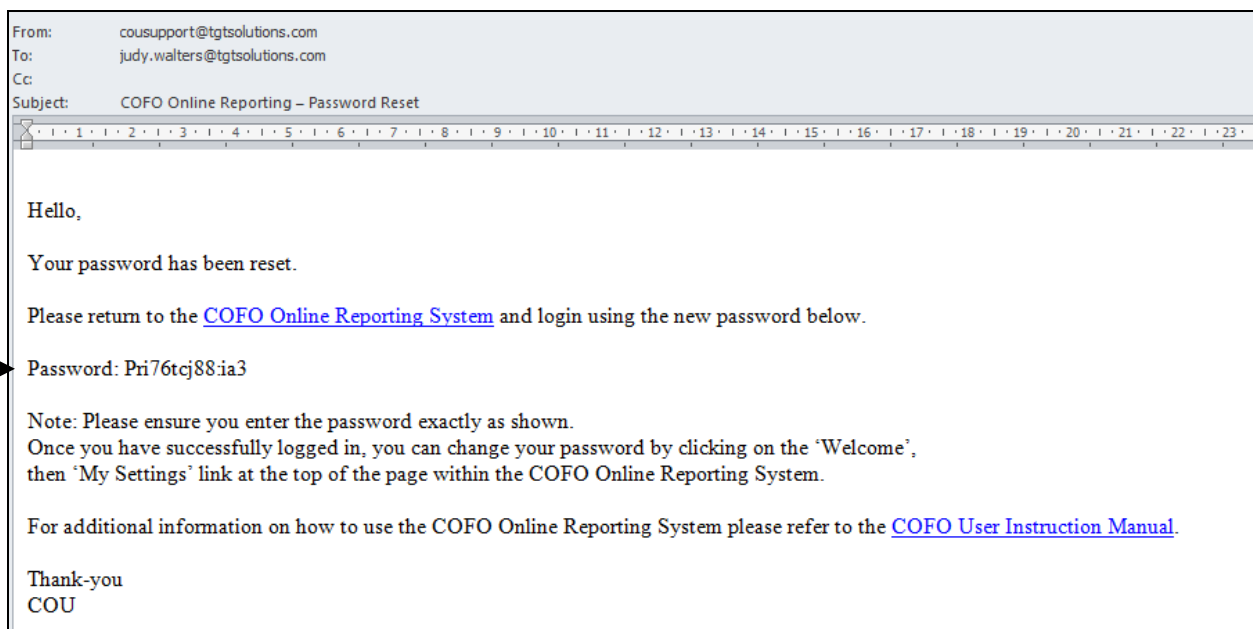
The Forgot your Password page will appear which will prompt the User to enter their email address. Once the email address is entered, click on the Reset Password button.



The following page will appear advising the User that the new password was emailed to the email address they entered.




The email will come from COU Reporting (cousupport@tgtolutions.com) and will contain the following information:



From the Forgot your Password message page, there is a Return to the login page hyperlink that will take you back to the COFO Online Reporting Application login page or the user can click on the link in the email to access the application.

Once the COFO Online Reporting Application login page appears, enter you User Name and the new password provided in the email. A cut and paste of the password to the sign in page works well, as the passwords provided by the application are quite cryptic.

If the email address entered is associated with more than one User name in the application (COFO Reporter and a COFO Guest at another Institution), then the application will return the following message when the Forgot your Password option is selected.



At that point, the system will ask you to enter the User Name you want the application to change the password on. If a User has two User names in the application, they will have to reset the password on each User name account, if they cannot remember either.

Users Changing their own Password

Log in to the COU-COFO Online Reporting Application. Once logged in, the system will display the Main Menu and the Landing Page. Using your cursor, click on the Hello, *(username)* in the upper right hand corner of the screen (beside the Log off button).


**COUNCIL OF ONTARIO
UNIVERSITIES**

COFO Online Reporting

Hello, niavallee
Log off

Main Menu

Annual COFO Templates

Current Year Report Files

Annual Report Files History

Validation Report

Variance Report

Survey

Survey Submission

Financial Health Survey History

Benchmarking Survey History

Interactive Reporting

Financial Health Interactive Reporting

Benchmarking Interactive Reporting

Information

Institutions

Templates

Current Year Report/Survey Submission Deadline

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Benchmarking Template	Monday, October 26, 2020	Friday, November 06, 2020
Audit Fees Survey	Monday, January 04, 2021	Friday, January 29, 2021

The 'My Settings' page will appear:

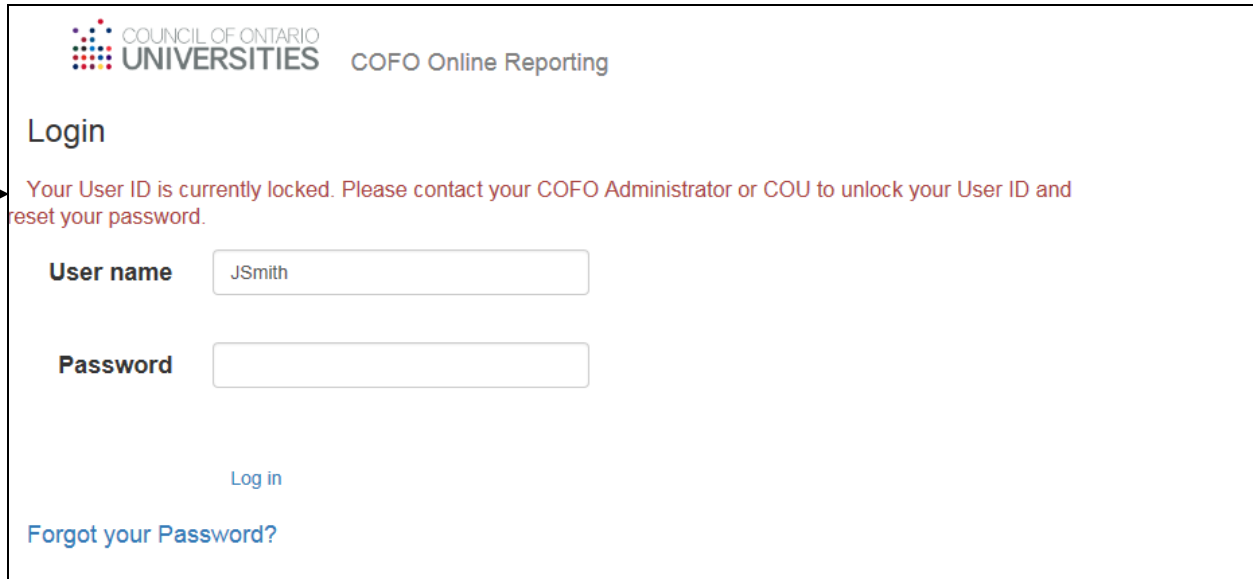
Main Menu	
Annual COFO Templates	<h2>My Settings</h2> <h3>Employee Details</h3> <h4>Personal Info:</h4> <p>Username: <input type="text" value="nlavallee"/></p> <p>FirstName: <input type="text" value="Norm"/></p> <p>Last Name: <input type="text" value="Lavallee"/></p> <p>Email: <input type="text" value="judy.walters@tgtsolution"/></p> <p>Institution: <input type="text" value="Laurentian University"/></p> <h4>Change Password</h4> <p>To change the password, enter the new password and the confirm-password below. Leave these fields blank to keep the same password.</p> <p>A Password must be at least 7 characters long and must contain both a number and a special character.</p> <p>Password: <input type="text"/></p> <p>Confirm Password: <input type="text"/></p> <p><input type="button" value="Update"/> <input type="button" value="Cancel"/></p>
Current Year Report Files	
Annual Report Files History	
Validation Report	
Variance Report	
Survey	
Survey Submission	
Financial Health Survey History	
Benchmarking Survey History	
Interactive Reporting	
Financial Health Interactive Reporting	
Benchmarking Interactive Reporting	
Information	
Institutions	
Templates	

Enter the new Password and the Confirm Password information and click on the 'Update' button. The Password must conform to the standards defined by COU. The standard is noted above the password boxes for ease of reference.

User Account is Locked Out

If a User has tried to log in to the application five times and they have been unsuccessful each time, the application will lock out the User name they were trying to log into the application with.

A message will be displayed on the log in page telling the User their account is locked. At which time, they will need to have the COU Administrator or the COFO or Benchmarking Administrators for their University unlock their User name.

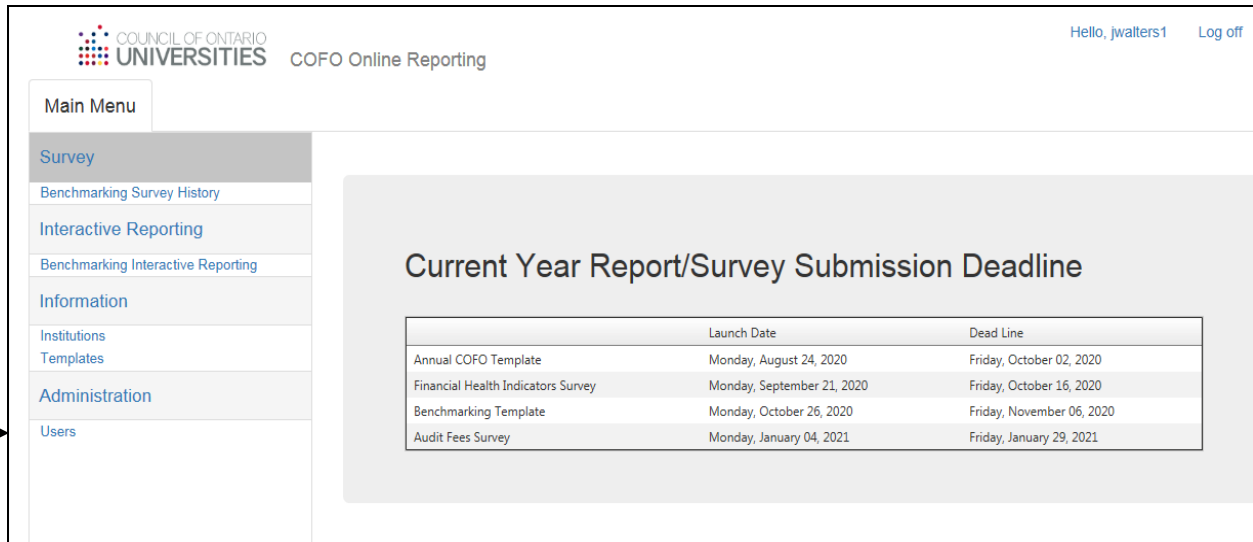


The screenshot shows the login interface for the Council of Ontario Universities (COU) COFO Online Reporting system. At the top left is the COU logo, and to its right is the text "COUNCIL OF ONTARIO UNIVERSITIES" and "COFO Online Reporting". Below this is the heading "Login". A red error message is displayed: "Your User ID is currently locked. Please contact your COFO Administrator or COU to unlock your User ID and reset your password." Below the message are two input fields: "User name" with the value "JSmith" and "Password" which is empty. At the bottom of the form are two links: "Log in" and "Forgot your Password?". An arrow points from the left margin to the red error message.

Unlocking a User

If a user has tried to log in to the application five times and has been unsuccessful, the user name they were trying to log into will be locked by the application.

To unlock a User, log in to the COU-COFO Online Reporting Application as the COFO Administrator or the Benchmarking Admin. From the Main page, select the 'Users' menu option.



Current Year Report/Survey Submission Deadline

	Launch Date	Dead Line
Annual COFO Template	Monday, August 24, 2020	Friday, October 02, 2020
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Benchmarking Template	Monday, October 26, 2020	Friday, November 06, 2020
Audit Fees Survey	Monday, January 04, 2021	Friday, January 29, 2021

When the 'Users' page appears, click on the User Name to be unlocked.

Users

+ Add new record
Refresh

	User Name	First Name	Last Name	Email	Institution	Active	Roles
						<input type="checkbox"/>	
Edit	AWhissell	Andre	Whissell	diego.suarez@tgtsolutions.com	Laurentian University	True	Benchmarking Admin Benchmarking Approver Benchmarking Coordinator COFO Admin COFO Reporter COFO Survey FRC Members
Edit	CChaput	Carole	Chaput	judy.walters@tgtsolutions.com	Laurentian University	True	COFO Admin COFO Reporter COFO Survey
Edit	nvallee	Norm	Lavallee	judy.walters@tgtsolutions.com	Laurentian University	True	Benchmarking Approver COFO Approver COFO Survey
Edit	tfleury	Tracy	Fleury	diego.suarez@tgtsolutions.com	Laurentian University	True	Benchmarking Inquiry
Edit	JSmith	John	Smith	judy.walters@tgtsolutions.com	Laurentian University	True	COFO Reporter

The User Information page will appear. Uncheck the 'Locked Out' checkbox and click on the Update button to save the change.

Edit JSmith
John
Smith
judy.walters@tgtsolutions.com
Laurentian University
True
COFO Reporter

Employee Details

Personal Info:

Username: JSmith

First Name: John

Last Name: Smith

Email: judy.walters@tgtsolutions.cc

Institution: Laurentian University

For Institution/Organization users, please select the primary institution from the drop down list.
For COU users, choose (ALL).

Change Password

To change the password, enter the new password and the confirm-password below. Leave these fields blank to keep the same password.

A Password must be at least 7 characters long and must contain both a number and a special character.

Password:

Confirm Password:

Active: ☒ Active

Locked Out: ☒ **Un-check the box to un-lock this user account.**

Role(s)
- Choose one or more roles from the list below for this user. A selection is required.

☐ COFO Admin

☐ COFO Approver

☐ COFO Guest

☒ COFO Reporter

☐ COFO Survey

☐ CSAO Members

☐ FRC Members

Delete Update Cancel


Deleting a User

If a user no longer requires access to the COU-COFO Online Reporting Application, they can be deleted from the application. The COU Admin will be able to delete any user in the application, while the COFO and Benchmarking Administrators will only be able to delete users associated with their University or Affiliate.

It is important to note that the delete function only removes the User from the User page. It does not remove any reference to the user in tables or logs if they completed various functions in the application (e.g. entering Survey information).

Deleted users can be re-added should the need arise. Follow the Add user process to re-add the user.

To delete a User, log in to the COU-COFO Online Reporting Application as the COFO Administrator or the Benchmarking Admin. From the Main Page, select the 'Users' menu option.



Current Year Report/Survey Submission Deadline

	Launch Date	Dead Line
Annual COFO Template	Monday, August 24, 2020	Friday, October 02, 2020
Financial Health Indicators Survey	Monday, September 21, 2020	Friday, October 16, 2020
Benchmarking Template	Monday, October 26, 2020	Friday, November 06, 2020
Audit Fees Survey	Monday, January 04, 2021	Friday, January 29, 2021

When the 'Users' page appears, click on the Edit word beside the User Name to be deleted.

Users							
+ Add new record							Refresh
	User Name	First Name	Last Name	Email	Institution	Active	Roles
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Edit	AWhissell	Andre	Whissell	diego.suarez@tgt solutions.com	Laurentian University	True	Benchmarking Admin Benchmarking Approver Benchmarking Coordinator COFO Admin COFO Reporter COFO Survey FRC Members
Edit	CChaput	Carole	Chaput	judy.walters@tgt solutions.com	Laurentian University	True	COFO Admin COFO Reporter COFO Survey
Edit	lhayes	Lorella	Hayes	diego.suarez@tgt solutions.com	Laurentian University	True	Benchmarking Inquiry CSAO Members
Edit	nlavallee	Norm	Lavallee	judy.walters@tgt solutions.com	Laurentian University	True	Benchmarking Approver COFO Approver COFO Survey
Edit	tfleury	Tracy	Fleury	diego.suarez@tgt solutions.com	Laurentian University	True	Benchmarking Inquiry

The User Information page will appear:

Edit	lhayes	Lorella	Hayes	diego.suarez@tgtsolutions.com	Laurentian University	True	Benchmarking Inquiry CSAO Members
------	--------	---------	-------	-------------------------------	-----------------------	------	--------------------------------------

Employee Details
Personal Info:
Username:
FirstName:
Last Name:
Email:
Institution:

For Institution/Organization users, please select the primary institution from the drop down list.
For COU users, choose (ALL).

Change Password

To change the password, enter the new password and the confirm-password below. Leave these fields blank to keep the same password.

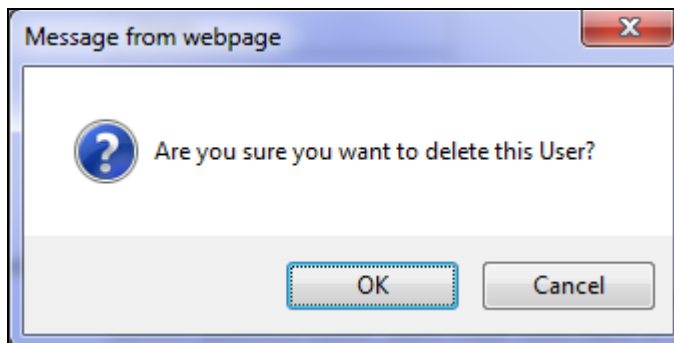
A Password must be at least 7 characters long and must contain both a number and a special character.

Password:
Confirm Password:
Active: ☒ Active
Locked Out: ☐ **Un-check the box to un-lock this user account.**

Role(s)
- Choose one or more roles from the list below for this user. A selection is required.

☐ COFO Approver
☐ COFO Guest
☐ COFO Reporter
☐ COFO Survey
☒ CSAO Members
☐ FRC Members

At the bottom of the page, click on the button. The following message will appear confirming that you want to delete the user:



Click on the OK button to proceed or the Cancel button to return to the Users page.

Once the User is deleted, the application will return you to the Users page. The User removed will no longer appear in the list.

Users							
+ Add new record						Refresh	
	User Name	First Name	Last Name	Email	Institution	Active	Roles
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Edit	AWhissell	Andre	Whissell	diego.suarez@tgttsolutions.com	Laurentian University	True	Benchmarking Admin Benchmarking Approver Benchmarking Coordinator COFO Admin COFO Reporter COFO Survey FRC Members
Edit	CChaput	Carole	Chaput	judy.walters@tgttsolutions.com	Laurentian University	True	COFO Admin COFO Reporter COFO Survey
Edit	nLavallee	Norm	Lavallee	judy.walters@tgttsolutions.com	Laurentian University	True	Benchmarking Approver COFO Approver COFO Survey
Edit	tfleury	Tracy	Fleury	diego.suarez@tgttsolutions.com	Laurentian University	True	Benchmarking Inquiry

System Time-out Notification

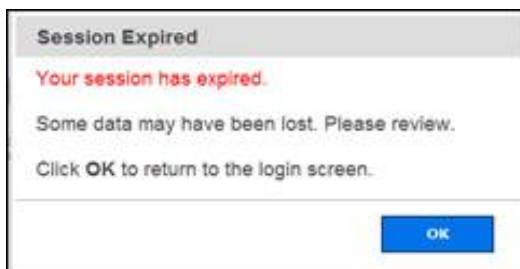
When you log into the application, there are settings that track when you log in and whether or not your session is active. To control connections, the application is designed to time out your session if 60 minutes has passed with no activity.

About 10 seconds prior to the application timing you out, the following message will appear to advise you that your session is about to expire:



If you click on the OK button before the countdown gets to zero, you will reset your timeout minutes to 60 and you can continue with what you were doing in the application.

If you don't click on the OK button, the following message appears:




Once this message appears, you have been disconnected from the application and you will have to log back in to resume your updates. It is important to note that if you had not saved your updates prior to the system timing you out, you will have lost any changes that were not saved.

2. Templates

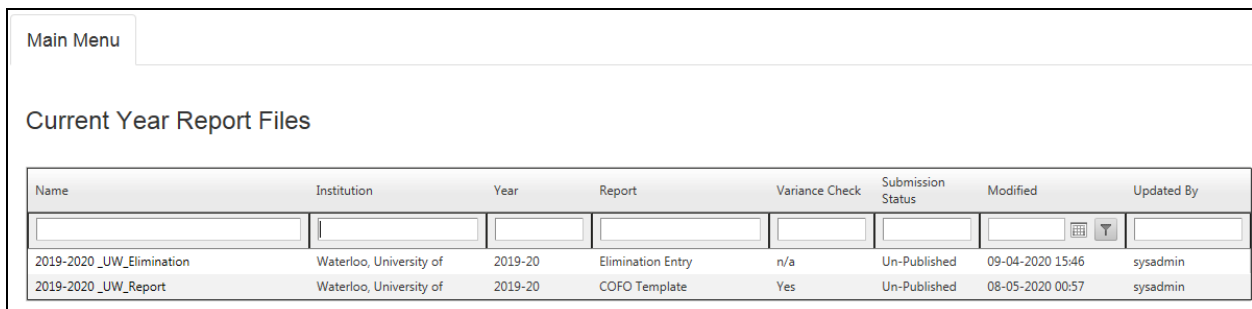
Obtaining a copy of the current year COFO Template or Elimination Entry Template

Log into the COU-COFO Online Reporting Application. From the Main Menu, go to the Annual COFO Templates Section and select the 'Current Year Report Files' menu option.



	Launch Date	Dead Line
Annual COFO Template	Monday, August 24, 2020	Friday, October 02, 2020
Financial Health Indicators Survey	Monday, September 21, 2020	Friday, October 16, 2020
Benchmarking Template	Monday, October 26, 2020	Friday, November 06, 2020
Audit Fees Survey	Monday, January 04, 2021	Friday, January 29, 2021

The following page will appear:



Name	Institution	Year	Report	Variance Check	Submission Status	Modified	Updated By
2019-2020_UW_Elimination	Waterloo, University of	2019-20	Elimination Entry	n/a	Un-Published	09-04-2020 15:46	sysadmin
2019-2020_UW_Report	Waterloo, University of	2019-20	COFO Template	Yes	Un-Published	08-05-2020 00:57	sysadmin

Click on the 'COFO Template' or the 'Elimination Entry' file under the Name column to download and save a copy to Excel.



COFO Template Upload Process Overview

When the Institution has completed the update of the Templates in Excel, they are ready to upload them into the COU-COFO Online Reporting Application.

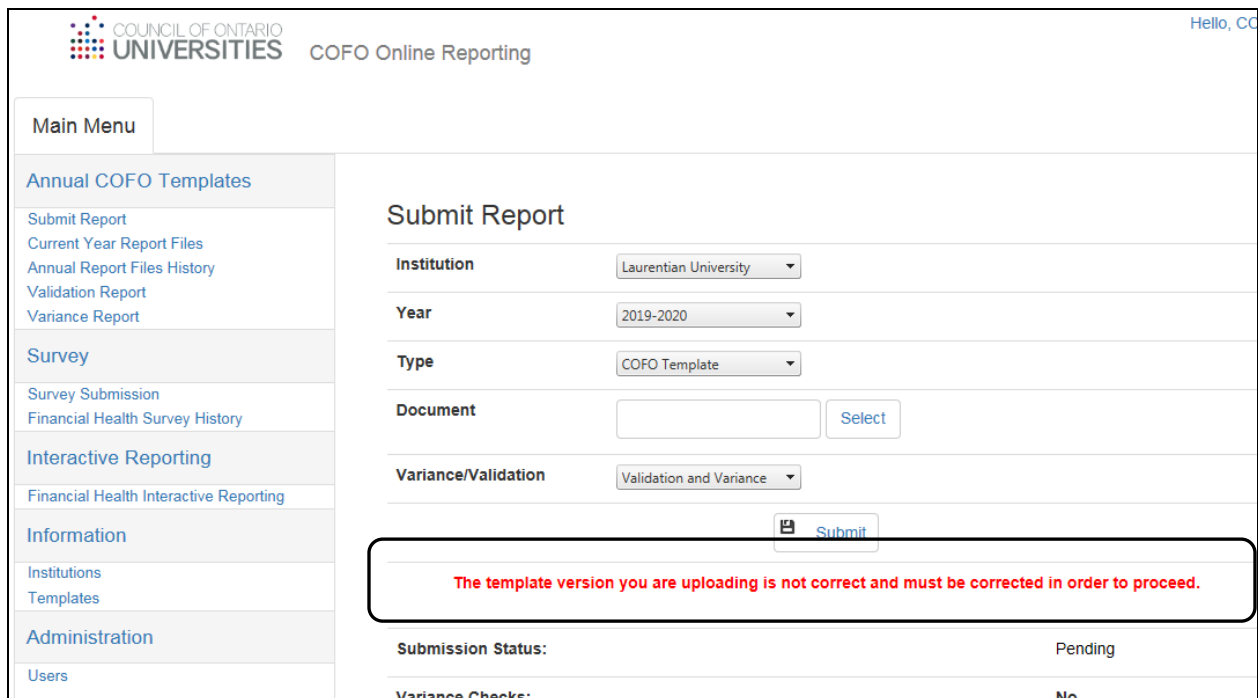
When entering information into the excel templates, the following items must be kept in mind:

- All numbers are to be entered as even thousands.
- No decimals are to be entered in either template.
- Do not enter dashes or spaces in any excel entry fields.
- Do not enter negative numbers in the Elimination template. They are added by the application during the upload process.

During the template upload process, the application completes a series of checks and validations to ensure the integrity of the template submission. The first check that the system completes is the Version Control Check.

Version Control Check

If the version of the template that the user is trying to upload does not agree to the Version Control Number associated with the Template type, the application will not proceed to the next series of checks. It will return a message to the user advising them that they are using the wrong template version and it has to be corrected in order to proceed. See snapshot below for a copy of the message.



The screenshot shows the 'Submit Report' page of the COFO Online Reporting application. The left sidebar contains a 'Main Menu' with categories: Annual COFO Templates, Survey, Interactive Reporting, Information, and Administration. The main content area is titled 'Submit Report' and contains several dropdown menus: Institution (Laurentian University), Year (2019-2020), Type (COFO Template), Document (empty), and Variance/Validation (Validation and Variance). A 'Submit' button is visible. Below the form, a red error message is displayed: 'The template version you are uploading is not correct and must be corrected in order to proceed.' At the bottom, the 'Submission Status' is 'Pending' and 'Variance Checks' are 'No'.


Once the version control check is complete and successful, the application will do the Validation or Validation and Variance checks depending on the options selected on the Submit Report page.

Page 33


If the Validation option is selected, it will only check for Validation errors and will notify the user as to how many Validation errors were found. The system will also indicate that Variance checks were not done by putting a No beside the Variance Check row.

Submit Report

Institution	Laurentian University
Year	2019-2020
Type	COFO Template
Document	<input type="text"/> <input type="button" value="Select"/>
Variance/Validation	Validation



Document Processed
Document Uploaded
Validation Complete
File successfully uploaded!

Submission Status:	Pending
Variance Checks:	No ←
Total Validation Errors:	<div>  <input type="button" value="Download"/> </div> 11

It is important to note that when Validation is the option chosen, the template cannot be submitted up to the next level (Ready for Approval) until **both** Validation and Variance have been run, the Validation Errors have been corrected and all Variances have been explained.

Validation and Variance

The Validation and Variance process will check that there are no validation errors in the template and it will identify any Variances that have to be explained.

The Variance process checks the following:

- Whether or not any of the salaries and wages and benefits in the submission change by +/- 20% year over year and whether the change is equal to and greater or less than \$100,000.
- Whether or not any of the expenses (excluding the salaries and wages and benefits) in the submission change by +/- 50% year over year and whether the change is equal to and greater or less than \$100,000.
- Whether or not any of the revenues in the submission change by +/- 50% year over year and whether the change is equal to and greater or less than \$100,000.

Once the process is complete the 'Submit Report' page will indicate what differences were found for each of the checks.

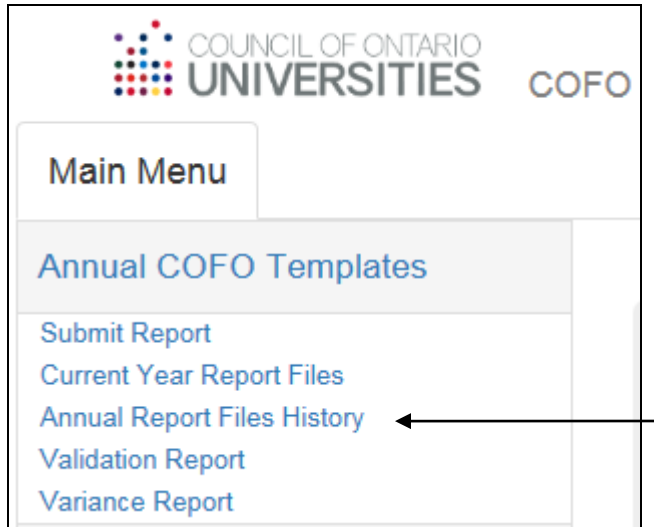
When the Validation and Variance option is selected, the system will indicate that this option was chosen by putting a 'Yes' beside the Variance Checks status.

Submit Report

Institution	Laurentian University	
Year	2019-2020	
Type	COFO Template	
Document		Select
Variance/Validation	Validation and Variance	
<div>Submit</div>		
<p>Document Processed Document Uploaded Validation Complete Variance Checks Complete File successfully uploaded!</p>		
Submission Status:	Pending	
Variance Checks:	Yes ←	
Total Validation Errors:	<div>Download</div>	11
Total Variances:	<div>Download</div>	220
Variances Requiring Explanation:	220	

Reviewing Previous COFO Template Submissions

As each reporting year is rolled over for the next reporting year to start, all of the annual template files submitted are moved to the Annual Report Files History page, which can be accessed from the Annual COFO Templates section.



Note when selecting this page, the Main Menu will disappear to improve the page visibility and to limit the scrolling back and forth to see information. To go back to the Main Menu for a different page, click on the Main Menu tab.

COUNCIL OF ONTARIO UNIVERSITIES COFO Online Reporting
 Hello, CChaput Log off

Main Menu

Annual Report Files History

Name	Institution	Year	Report	Variance Check	Submission Status	Modified	Updated By
2013-2014_Laurentian_FS_2014-04-30 Laurentian University-FS-English	Laurentian University	2013-14	Financial Statements	n/a	n/a	08-28-2015 11:34	awhissell
2014-2015_Laurentian_FS_2015-Laurentian University-FS-DRAFT	Laurentian University	2014-15	Financial Statements	n/a	n/a	08-30-2016 21:28	awhissell
2017-2018_Laurentian_Report	Laurentian University	2017-18	COFO Template	Yes	Verified	08-28-2019 05:27	hchung
2017-2018_Laurentian_FS_2018-04-30 Laurentian University-FS-English	Laurentian University	2017-18	Financial Statements	n/a	n/a	08-28-2019 05:28	awhissell
2016-2017_Laurentian_FS_2017-Laurentian University-FS	Laurentian University	2016-17	Financial Statements	n/a	n/a	08-31-2018 04:19	awhissell
2012-2013_Laurentian_FS_2013-04-30 Laurentian University-FS-ENGLISH	Laurentian University	2012-13	Financial Statements	n/a	n/a	08-26-2014 21:15	awhissell
2009-2010_Laurentian_Elimination	Laurentian University	2009-10	Elimination Entry	n/a	Verified	08-11-2011 18:42	mpiao
2014-2015_Laurentian_FS_Laurentian University - Annual Financial Report - 14-15	Laurentian University	2014-15	Financial Statements	n/a	n/a	08-30-2016 21:28	awhissell
2016-2017_Laurentian_FS_2017-Laurentian University-FS draft	Laurentian University	2016-17	Financial Statements	n/a	n/a	08-31-2018 04:19	awhissell
2016-2017_Laurentian_Report	Laurentian University	2016-17	COFO Template	Yes	Verified	08-31-2018 04:19	awhissell

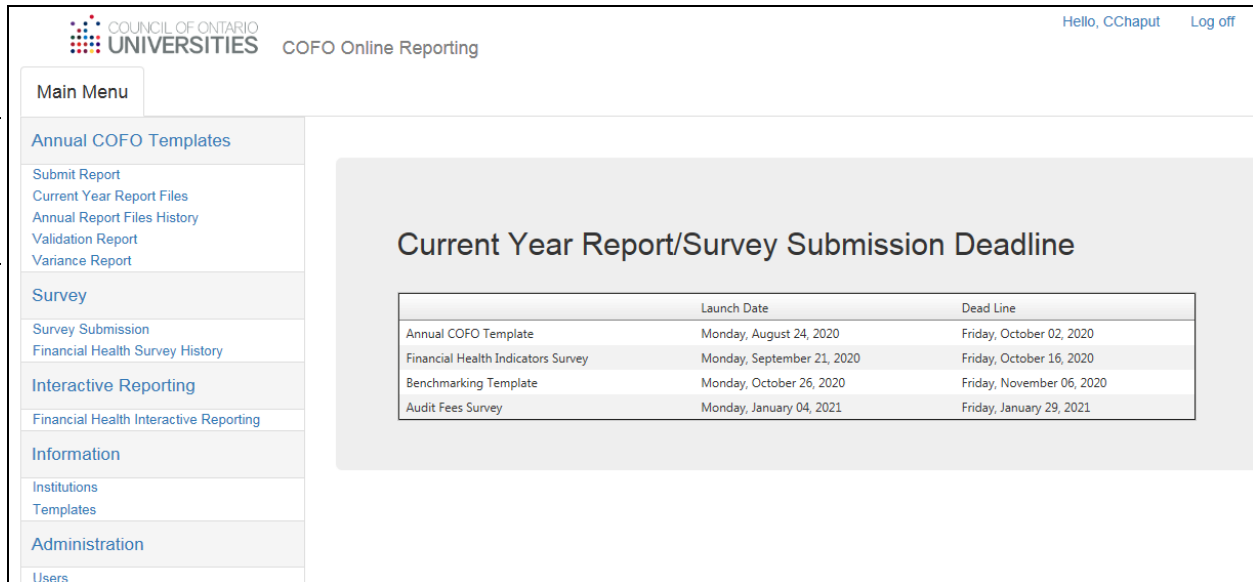
This page contains all of the submissions from 2008-2009 forward. Only the COU Administrator will see all institutions. Universities and Affiliates will only see their own.

The submission can be opened by clicking on the File name and following the prompt boxes.

Templates – Uploading and Approving the COFO Template

Step 1 – Getting ready to Upload the Template


Once a COFO template is complete in Excel and it is ready to be uploaded into the COU-COFO Online Reporting Application, the COFO Reporter will log into the application. When you log into the system, the Main Menu and Landing Page appears.



	Launch Date	Dead Line
Annual COFO Template	Monday, August 24, 2020	Friday, October 02, 2020
Financial Health Indicators Survey	Monday, September 21, 2020	Friday, October 16, 2020
Benchmarking Template	Monday, October 26, 2020	Friday, November 06, 2020
Audit Fees Survey	Monday, January 04, 2021	Friday, January 29, 2021

The pages and information related to the COFO Template process are all listed in the Annual COFO Templates section of the menu.

To submit the COFO template, click on the Submit Report menu to open the page. The following page will appear:


COFO Online Reporting
Hello, CChaput

Main Menu

Annual COFO Templates

Submit Report

Current Year Report Files

Annual Report Files History

Validation Report

Variance Report

Survey

Survey Submission

Financial Health Survey History

Interactive Reporting

Financial Health Interactive Reporting

Information

Institutions

Templates

Administration

Users

Submit Report

Institution
Laurentian University

Year
2019-2020

Type
COFO Template

Document
Select

Variance/Validation
Validation and Variance

Submission Status:

Un-Published

Variance Checks:

Yes

Total Validation Errors:

0

Total Variances:

0

Variances Requiring Explanation:

0

Variance Analysis by Table:

Download

Table 4 % Analysis Report:

Download

Financial Statements Uploaded:

0

Notes:
The document is not uploaded yet.

Prior to Uploading a template for an Institution, the status will be Un-Published for the Institution/Year combination.

Step 2 – Uploading the Template

The system defaults a number of the field values for you based on defaults set on the page and in your security settings. Using the dropdown arrows beside each option, you can change the defaulted values, if more than one is available.

Click on Select button beside the Document field and go to your desktop directory where the template is located that you wish to upload. Once located, select it.

In the Variance/Validation field, there are two options to choose from as noted above. Validation will always be required but the COFO Reporter can select:

- Validation and Variance or
- Validation.

Submit Report

Institution	Laurentian University	
Year	2019-2020	
Type	COFO Template	
Document		Select
Variance/Validation	<div> Validation and Variance Validation and Variance Validation </div>	Submit
Submission Status:	Un-Published	
Variance Checks:	Yes	
Total Validation Errors:	0	

Pick one of the Variance/Validation options and click on the Submit button. The application will do the applicable Version Control Check and the Validation and/or Variance checks, based on what was selected and the Submission Status will change to Pending.


The Section below the Submit button will provide information to the User on the results of the Uploaded template. It will indicate that the document was processed, it was uploaded successfully and what Validation and/or Variance Checks were done.

Screen shots of how the 'Submit Report' page appears after selecting the different Validation or Variance options are as follows:



Validation and Variance

Submit Report

Institution	Laurentian University
Year	2019-2020
Type	COFO Template
Document	<input type="text"/> Select
Variance/Validation	Validation and Variance



 [Submit](#)

Document Processed
Document Uploaded
Validation Complete
Variance Checks Complete
File successfully uploaded!

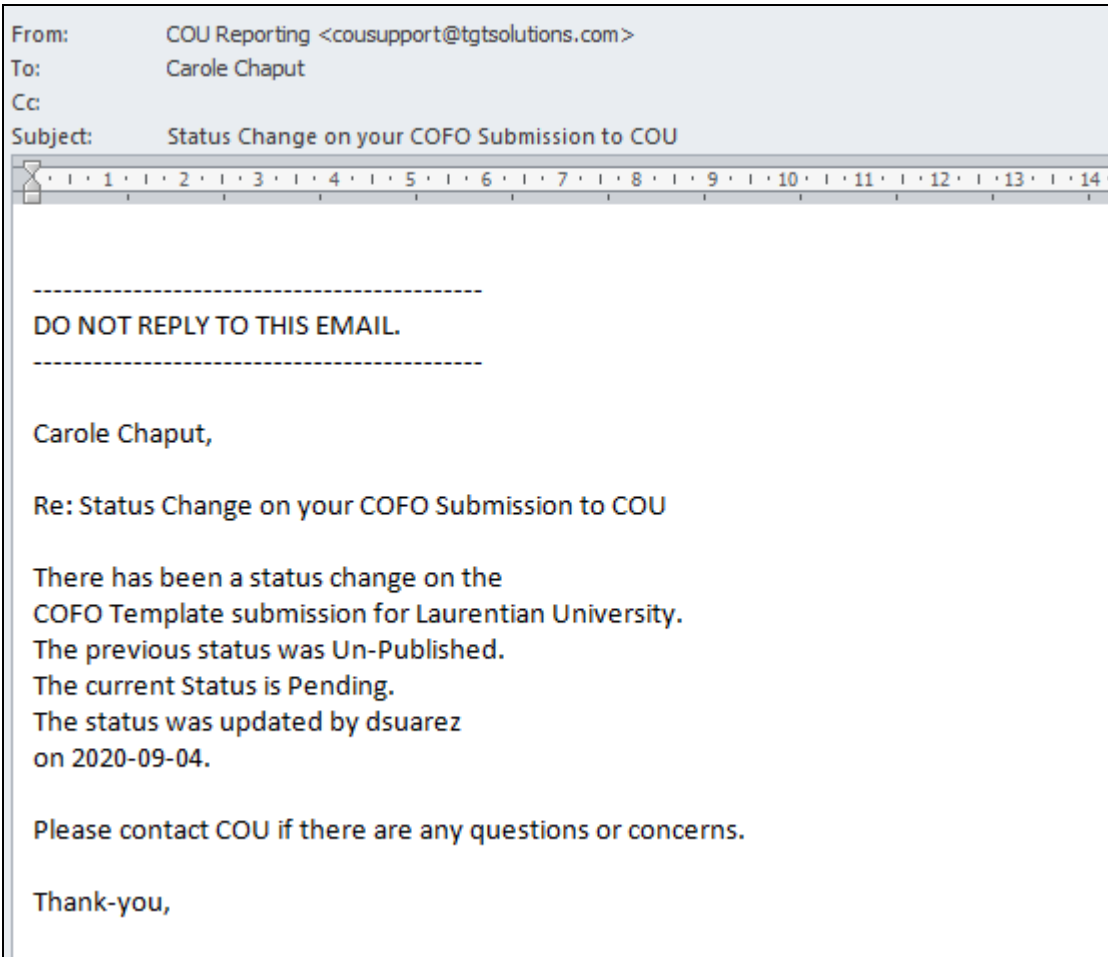
Submission Status:	Pending
Variance Checks:	Yes
Total Validation Errors:	 Download
Total Variances:	 Download
Variances Requiring Explanation:	220

Validation only

Submit Report

Institution	Laurentian University	
Year	2019-2020	
Type	COFO Template	
Document		Select
Variance/Validation	Validation	
<div>  Submit </div>		
<div> Document Processed Document Uploaded Validation Complete File successfully uploaded! </div>		
Submission Status:	Pending	
Variance Checks:	No	
Total Validation Errors:	 Download	11

Once the status of the Template upload changes for an Institution from Unpublished to Pending, emails are sent to the COFO Reporter and COFO Approver for the Institution uploaded to advise them that the status has changed. A sample of the email is as follows:



Step 3 – Reviewing Validation Errors and Variances

To review the detail on the Validation or Variance Errors click on the Download button beside Total Validation Errors or Total Variances Option.

Submission Status:	Pending
Variance Checks:	No
Total Validation Errors:  Download	11
Total Variances:  Download	220

When prompted, the User can either open the file or save it as a Microsoft Office Excel file.

Do you want to open or save **Laurentian-Validation.xls** (14.0 KB) from 192.168.0.136?

Open
Save
Cancel

In addition to clicking on the download button to review the Validation Errors and Variances reports, they can also be reviewed by navigating to the Main Menu and selecting either the Validation Report or Variance Report in the Annual COFO Templates section.

Main Menu

Annual COFO Templates

Submit Report
Current Year Report Files
Annual Report Files History
Validation Report
Variance Report

Validation Report page – Note the main menu is suppressed when the page opens to provide as much information on the report page to eliminate scrolling over and back where possible.

To see the Main Menu again, click on the Main Menu tab.

Main Menu								
Validation Report								
Title	Institution	Reporting Year	Template Type	Description	Table	Column #	Row #	Value
Passed State	Laurentian University	20	COFO Template	Note 5: Cell Q15,Q23,Q25,Q28 cannot be empty	Table 14	N	61	error
Passed State	Laurentian University	20	COFO Template	Note 8: Cell O27 to O30 cannot be empty.	Table 1	M	43	error
Passed State	Laurentian University	20	COFO Template	Note 2: Value must be inputted for column 12 "Cash per Cashflow Statement"	Table 14	N	58	ERROR
Opening Closing Balance	Laurentian University	20	COFO Template	Closing and opening balances must be equal.	Table 1	F	22	0
Opening Closing Balance	Laurentian University	20	COFO Template	Closing and opening balances must be equal.	Table 1	G	22	0
Opening Closing Balance	Laurentian University	20	COFO Template	Closing and opening balances must be equal.	Table 1	H	22	0
Opening Closing Balance	Laurentian University	20	COFO Template	Closing and opening balances must be equal.	Table 1	I	22	0
Opening Closing Balance	Laurentian University	20	COFO Template	Closing and opening balances must be equal.	Table 1	J	22	0
Opening Closing Balance	Laurentian University	20	COFO Template	Closing and opening balances must be equal.	Table 1	K	22	0
Opening Closing Balance	Laurentian University	20	COFO Template	Closing and opening balances must be equal.	Table 1	L	22	0
Opening Closing Balance	Laurentian University	20	COFO Template	Closing and opening balances must be equal.	Table 1	N	22	0

Variance Report page – Note the main menu is suppressed when the page opens to provide as much information on the report page to eliminate scrolling over and back where possible.



To see the Main Menu again, click on the Main Menu tab

Main Menu													
Variance Report													
Test Type	Reporting Year	Institution	Description	Table	Row #	Row Heading	Column #	Column Heading	Current	Previous	Variance \$	Variance %	
Edit Variance	2019-20	Laurentian University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 6	29	Professional Fees	L	Student Services	0	202	(202)	(100)	
Edit Variance	2019-20	Laurentian University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 6	39	Other Operational Expenditures	N	Administration	0	850	(850)	(100)	
Edit Variance	2019-20	Laurentian University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 5	21	Furniture and Equipment Purchases	Q	Ancillary	0	216	(216)	(100)	
Edit Variance	2019-20	Laurentian University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 5	21	Furniture and Equipment Purchases	G	All Excl. Medicine - Instruction and Research	0	2654	(2654)	(100)	
Edit Variance	2019-20	Laurentian University	Wages and benefits variance of more than 20% and +/- 100,000 must be explained.	Table 4	14	Academic Ranks	K	Entities Consolidated - Sponsored Research - Restricted Expendable Funds	0	1652	(1652)	(100)	
Edit Variance	2019-20	Laurentian University	Wages and benefits variance of more than 20% and +/- 100,000 must be explained.	Table 4	15	Other Instruction & Research	K	Entities Consolidated - Sponsored Research - Restricted Expendable Funds	0	11371	(11371)	(100)	
Edit Variance	2019-20	Laurentian University	Wages and benefits variance of more than 20% and +/- 100,000 must be explained.	Table 4	15	Other Instruction & Research	L	Entities Not Consolidated - Sponsored Research - Restricted Expendable Funds	0	3885	(3885)	(100)	
Edit Variance	2019-20	Laurentian University	Wages and benefits variance of more than 20% and +/- 100,000 must be explained.	Table 4	16	Other Salaries & Wages	L	Entities Not Consolidated - Sponsored Research - Restricted Expendable Funds	0	406	(406)	(100)	
Edit Variance	2019-20	Laurentian University	Wages and benefits variance of more than 20% and +/- 100,000 must be explained.	Table 4	18	Employee Benefits	K	Entities Consolidated - Sponsored Research - Restricted Expendable Funds	0	1697	(1697)	(100)	


Step 4 – Correcting Validation Errors

When an upload has been completed and Validations errors are found in the submission, as noted on the 'Submit Report' page, they must be corrected in the underlying excel template file that was selected for uploading. The validation error report lists exactly which row and column or validation check is failing. Once the corrections are made to the excel file, it must be uploaded again for Validation.

Submit Report

Institution	Laurentian University ▼	
Year	2019-2020 ▼	
Type	COFO Template ▼	
Document	<input type="text"/>	Select
Variance/Validation	Validation ▼	
 Submit		
<p>Document Processed</p> <p>Document Uploaded</p> <p>Validation Complete</p> <p>File successfully uploaded!</p>		
Submission Status:	Pending	
Variance Checks:	No	
Total Validation Errors:	 Download	11 ←

Once all of the Validation errors have been corrected the Total Validation Errors on the 'Submit Report' page will read 0.


COFO Online Reporting

Main Menu

Annual COFO Templates

Submit Report
Current Year Report Files
Annual Report Files History
Validation Report
Variance Report

Survey

Survey Submission
Financial Health Survey History

Interactive Reporting

Financial Health Interactive Reporting

Information

Institutions
Templates

Administration

Users


Submit Report




Institution	Laurentian University
Year	2019-2020
Type	COFO Template
Document	<input type="text"/> Select
Variance/Validation	Validation and Variance
Submit	
<p>Document Processed Document Uploaded Validation Complete Variance Checks Complete File successfully uploaded!</p>	
Submission Status:	Pending
Variance Checks:	Yes
Total Validation Errors:	0

Optional Analysis Step: Variance Analysis File and Filter Function for All Tables

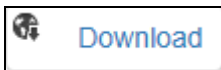
Once a template for the current reporting year has been uploaded into the application, a Variance Analysis Report comparing the current year to the previous year for the institution is available on the Submit Report page.

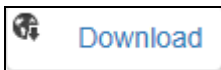


The report is available when the  button appears beside the Variance Analysis by Table line. Prior to uploading a template, the download button will not be visible.

UNIVERSITIES COFO Online Reporting	
Survey	Type COFO Template
Survey Submission	Document <input type="text"/> Select
Financial Health Survey History	Variance/Validation Validation and Variance
Interactive Reporting	Submit
Financial Health Interactive Reporting	
Information	
Institutions	Submission Status: Pending
Templates	Variance Checks: No
Administration	Total Validation Errors:  Download 11
Users	Total Variances:  Download 220
	Variances Requiring Explanation: 220
	Variance Analysis by Table:  Download ←

It is important to note that this report does not replace the Variances requiring Explanation reporting or process. It is being provided as an interactive analysis tool.



To review and work with the report, click on the  button on the Variance Analysis by Table row.

When the File Download box appears, select Open or Save.

When a \$ Variance is entered into cell K2 or the box next to the Find \$ Variance text, the filter will locate \$ variances on the tab that equal or exceed the value entered and highlight them to match the yellow highlight. Note the screen shot below shows all of the variances located that match or exceed the \$50,000 variance

TABLE 1 - SUMMARY OF REVENUE, EXPENSES BALANCE													
Year over Year Variance Analysis (000's)				Find \$ Variance:		50000		Find % Variance:					
2012-13													
Brock University													
				General Expendable Funds									
				Operating & Other (Non-Credit)									
				Unappropriated		Appropriated		Unappropriated					
				\$	%	\$	%						
				2011/12	Variance	2012/13	2011/12	Variance	2012/13	2011/12	Variance		
1. Total Revenue	+	(01)		221,821	-52,821	-23.81	0	0	0.00	138,500	29,520	1	
2. Total Expense	-	(02)		215,872	4,614,191	2137.47	0	0	0.00	-217,511	29,874	-2	
3. Lump Sum Payments	-	(03)		0	40,000	0.00	0	0	0.00	2,000	0		
4. Net Revenue (Expense)	=	(04)		5,949	-4,707,012	-79122.74	0	0	0.00	354,011	-354	3	
5. Interfund Transfers	+	(05)		-5,703	38,103	-668.12	0	0	0.00	16,200	-220		
6. Net Variation in Appropriations	+	(06)		-2,697	4,697	-174.16	-2,000	2,697	0	0.00	15,000	0	
7. Net Increase (Decrease) for the Year per COFO-UO Report	=	(07)		-2,451	-4,664,212	#####	-2,000	2,697	0	0.00	385,211	-574	3
8. Net Reconciling Items	+	(08)		-4,310	1,585,095	-36777.15	0	0	0.00	102,785	574	1	
9. Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	+	(09)		-30,934	-6,761	21.86	28,116	25,419	2,697	10.61	0	0	
10. Prior Period Adjustment	=	(10)		0	3,123,573	0.00	-26,116	0	0	0.00	1,700	0	

The highlighted cells will change as the \$ variance is updated.

When a % Variance is entered into cell N2 or the box next to the Find % Variance text, the filter will locate % variances on the tab that equal or exceed the value entered and highlight them to match the blue highlight. Note the screen shot below shows all of the variances located that match or exceed the 250% variance entered.

TABLE 1 - SUMMARY OF REVENUE, EXPENSES BALANCE																			
Year over Year Variance Analysis (000's)																			
2012-13																			
Brock University																			

The \$ and % variance checks work independently of each other. To clear either of the variance highlights, click on the entry cell (K2 or N2), hit the space bar and enter. All of the highlights will be removed.




Each tab in the workbook has its own filter feature to allow the institutions to select different \$ and % amounts by table given the different information on the various tables.

As the Template is re-uploaded with new information, the Variance Analysis report will update with the changed information. You will have to download the report each time to obtain the most up to date information.

Step 5 – Explaining Variances

All variances must be explained before the submission status can be changed from Pending to Ready for Approval.

Document Processed
 Document Uploaded
 Validation Complete
 Variance Checks Complete
 File successfully uploaded!

Submission Status:	Pending
Variance Checks:	Yes
Total Validation Errors:	0
Total Variances:  Download	2
Variances Requiring Explanation:	2
Variance Analysis by Table:  Download	
Table 4 % Analysis Report:  Download	
Financial Statements Uploaded:	0
Notes: The document contains variances. All variances must be explained before it can be submitted for approval.	

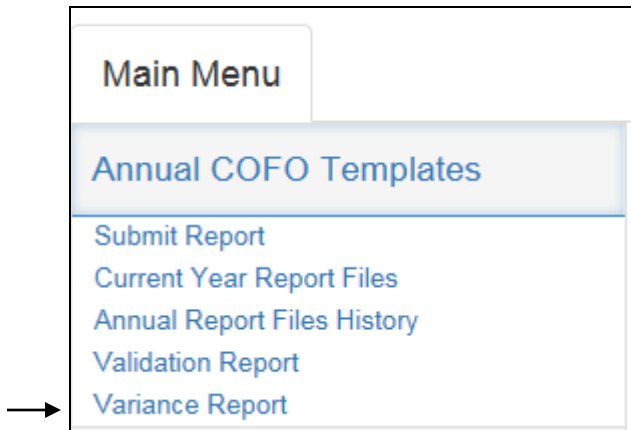
There are two options to enter Variance explanations, which are as follows:

1. Enter explanations for each variance on the Variance Report page within the application.
2. Download the Variances to excel, enter the explanations in the excel form and upload the information.

Both methods are described in the following sections.

Option 1: Enter Variance Explanations Online

On the COU-COFO Online Reporting Main Page under the 'Annual COFO Templates' section, click on the Variance Report.



The Variance Report page will appear. The Main Menu has been suppressed on the page to allow you to see as much information about the variance as possible. To return to the Main menu, click on the Main Menu tab.

The User will see only the variances for their Institution on the page. If you have access to more than one Institution, enter the Institution name in the Institution field and tab out to see only the one. The same option is applicable to all of the fields at the top of the page.

Main Menu												
Variance Report												
	Test Type	Reporting Year	Institution	Description	Table	Row #	Row Heading	Column #	Column Heading	Current	Previous	Variance \$
Edit	Variance	2019-20	Laurentian University	Negative values require explanation	Table 2	37	Other Investment Income	L	Entities Consolidated - Sponsored Research - Restricted Expendable Funds	(32)		
Edit	Variance	2019-20	Laurentian University	Negative values require explanation	Table 12	19	International Student Recovery	H	Operating - General Expendable Funds	(268)		

To add a comment for the Variance, click on the Edit word beside the Variance line. The Explanation box will appear under the row you are updating.

Variance Report

	Test Type	Reporting Year	Institution	Description	Table	Row #	Row Heading	Column #	Column H
Edit	Variance	2019-20	Laurentian University	Negative values require explanation	Table 2	37	Other Investment Income	L	Entities C Research Funds
<p>Explanations:</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>Update Cancel</p>									
Edit	Variance	2019-20	Laurentian University	Negative values require explanation	Table 12	19	International Student Recovery	H	Operating

Enter an explanation and click on the Update word to save the change.

Edit	Variance	2019-20	Laurentian University	Negative values require explanation
<p>Explanations:</p> <div style="border: 1px solid black; padding: 5px;"> <p>There was a recovery from a previous year.</p> </div> <p>Update Cancel</p>				

When all variances have been explained, the Variances Requiring Explanation on the 'Submit Report' page will show 0.

Total Variances:	 Download	2
Variances Requiring Explanation:		0 ←

Option 2: Enter Variance Explanations using Excel Upload

To enter variance explanations using Excel, click on the Download button beside Total Variances to download the variances to excel.

Document Processed
Document Uploaded
Validation Complete
Variance Checks Complete
File successfully uploaded!

Submission Status:	Pending
Variance Checks:	Yes
Total Validation Errors:	0
Total Variances: <div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;"> Download </div>	2
Variances Requiring Explanation:	2
Variance Analysis by Table: <div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;"> Download </div>	
Table 4 % Analysis Report: <div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;"> Download </div>	
Financial Statements Uploaded:	0
Notes: The document contains variances. All variances must be explained before it can be submitted for approval.	

When prompted, the User can either open the file or save it as a Microsoft Office Excel file.

The excel file will list all of the variances found for the institution, as well as all of the information associated with the variance. Save the file to your desktop.

A	B	C	D	E	F	G	H	I
Test Type	Reporting Year	Institution	Description	Table	Row #	Row Heading	Column #	Column Heading
Variance	2019-20	Trent University	Negative values require explanation	Table 12	19	International Student Recovery	H	Operating - General Expendable Funds
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 6	42	External Cost Recoveries	L	Student Services
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 6	41	Internal Cost Allocations	N	Administration
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 6	28	Communications	O	Physical Plant
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 5	37	Internal Cost Allocations	J	Academic Support
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 5	37	Internal Cost Allocations	K	Library
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 5	38	External Cost Recoveries	L	Student Services
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 5	25	Communications	O	Physical Plant
Variance	2019-20	Trent University	Wages and benefits variance of more than 20% and +/- 100,000 must be explained.	Table 5	16	Other Salaries & Wages	Q	Ancillary
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 5	33	Debt Repayments	J	Academic Support
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 5	23	Printing and Duplicating	J	Academic Support
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 5	24	Materials and Supplies	J	Academic Support
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 6	27	Materials and Supplies	N	Administration
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 6	39	Other Operational Expenditures	N	Administration
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 6	28	Communications	N	Administration
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 3	38	External Cost Recoveries	K	Library
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 5	31	Externally Contracted Services	K	Library
Variance	2019-20	Trent University	Expenses variance of more than 50% and +/- 100,000 must be explained.	Table 5	31	Externally Contracted Services	L	Student Services

Using the excel variance file, enter the explanations for each row in Column N. Explanations can be uploaded intermittently as they are done or received from others.

When you are done and ready to upload the variance explanation file to the COU-COFO Online Reporting application, the application will complete the following checks to ensure the integrity of the uploaded file.

The file upload will fail and an error message will be displayed, if one of the following has occurred:

- Additional column(s) were added to the file. Error Message: This file has an invalid number of columns.
- Duplicate rows were found in the file. Error Message: This file contains duplicate rows – Row # and #.
- The Institution is not correct in all rows. Error Message: Selected institution does not match institution in the uploaded file.
- The Year is not correct in all rows. Error Message: Selected year does not match year in the uploaded file.
- The name on the workbook tab has been changed manually.

If the file passes the checks noted above, all rows in the file will be checked. Rows that are valid will be processed and the variance explanation updated if one has been provided. Blank explanations are not updated.


If any rows fail the following validation checks, an error message will be displayed for that row and the row's explanation will not be updated:

- Information in Columns A to I in the spreadsheet does not match to what is in the application. Error Message: Row #: could not find a match for Table XX, Row XXX, Column X.

- The 'Current' amount in the file is different than what is in the application. Error Message: Row #: The 'Current' amount of X,XXX does not match the current value in the system.

It is important to note that the application stops checking and uploading rows when a blank row is found in the excel file. So for example, if you have 50 variances to define and you insert a new row at 25, the application will validate and upload row 2 to 24.

To upload the variance explanation file, log into the COU-COFO Online Reporting application, and on the Submit Report page, click on the Type dropdown option and select the Variance Explanation Upload option.


**COUNCIL OF ONTARIO
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COFO Online Reporting

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Submit Report

Institution

Laurentian University

Year

2019-2020

Type

Variance Explanation Upload

COFO Template

Elimination Entry

Variance Explanation Upload

Financial Statements

Select

Document

Variance/Validation

Submit

Submission Status:



Pending

Variance Checks:

Yes

Click on the Select button to locate the variance explanation file on your desktop. Then click on the Submit button to upload the file.

Once uploaded, the application will list how many rows were listed in the uploaded file, how many variance explanations were explained and uploaded and how many variances were not explained. In addition, the information under the report submission status will be updated.

Type	Variance Explanation Upl...	
Document	<input type="text"/>	Select
Variance/Validation	Validation and Variance	
		
Total rows in the file: 2 Total variances explained: 2 Total variances not explained: 0		
Submission Status:	Pending	
Variance Checks:	Yes	
Total Validation Errors:	0	
Total Variances:	 Download	2
Variances Requiring Explanation:	0	←

The upload process can be completed as often as required to explain all of the variances or to update the variance explanations.

When all variances have been explained, the Variances Requiring Explanation on the 'Submit Report' page will show 0.

Step 6 – Changing the Status to Ready for Approval

Once the COFO Template has been uploaded successfully with no Validation Errors and all Variances have been explained, a Change Status section will appear at the bottom of the page and it will read 'Ready for Approval'. At this point the COFO Reporter will click on the Ready for Approval button to change the status from Pending to Ready For Approval.

Document	<input type="text"/>	Select
Variance/Validation	Validation and Variance	
	Submit	
Submission Status:	Pending	
Variance Checks:	Yes	
Total Validation Errors:	0	
Total Variances:	Download	2
Variances Requiring Explanation:	0	
Variance Analysis by Table:	Download	
Table 4 % Analysis Report:	Download	
Financial Statements Uploaded:	0	
Notes: The document passes all validation, and all variances have an explanation. A COFO Reporter can update the status of this submission to 'Ready For Approval'.		
Change Status:	Ready For Approval	

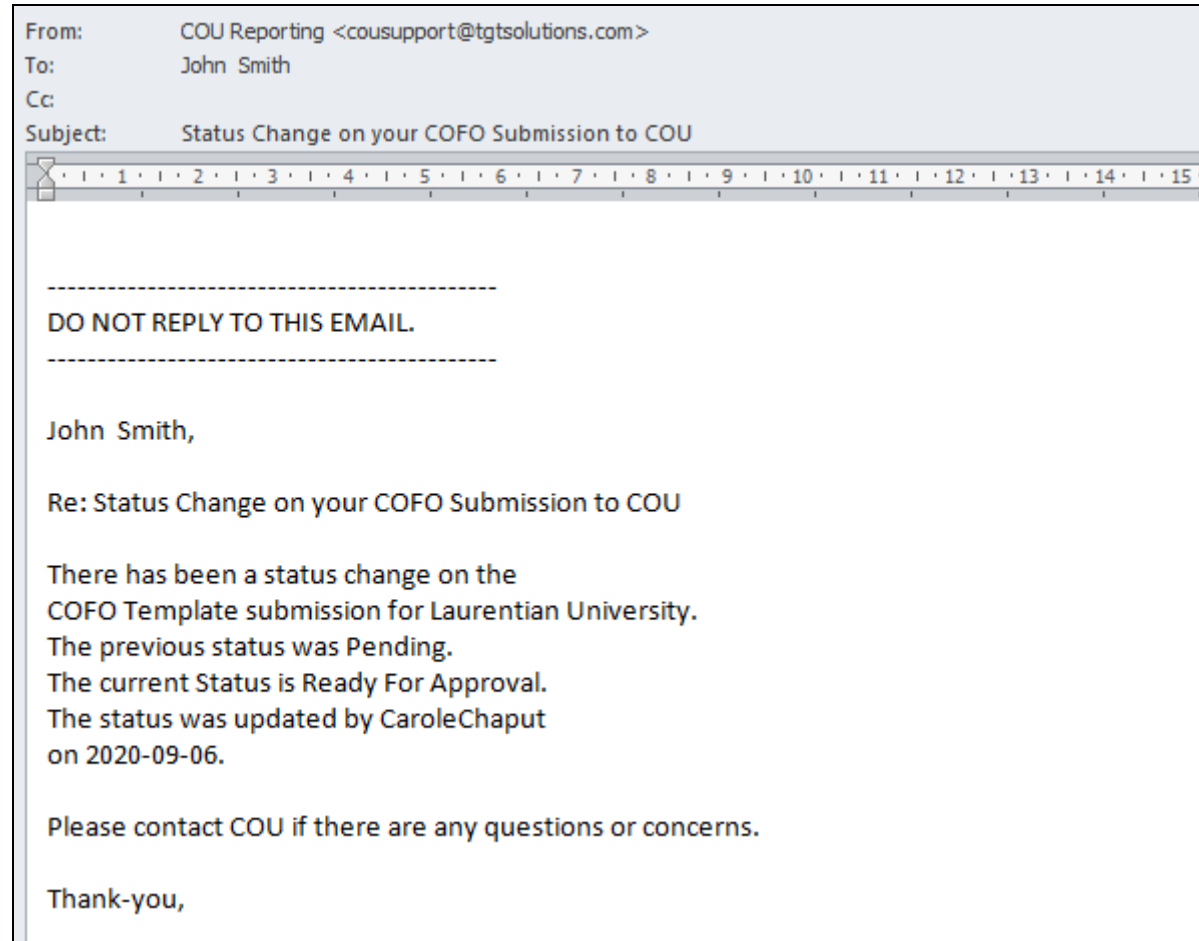
When the Ready for Approval button is selected and the status changed, emails will be sent to the COFO Reporter and COFO Approver for the Institution to advise them that the status for the submission has changed.

The submission status on the 'Submit Report' page will change accordingly.

Submit Report

Institution	Laurentian University	
Year	2019-2020	
Type	COFO Template	
Document		Select
Variance/Validation	Validation and Variance	
		Submit
Submission Status:	Ready For Approval ←	
Variance Checks:	Yes	

A sample of the email sent is as follows:



Step 7 – Uploading the Financial Statement Reports

Prior to submitting the Template submission for Approval, the Financial Statements for the Institution for the current reporting year have to be uploaded into the COU-COFO Online Reporting Application.





To upload the Financial Statement file(s), log into the COU-COFO Online Reporting application, and on the Submit Report page, click on the Type dropdown option and select the Financial Statements option.

Year	2019-2020	
Type	COFO Template	
Document	<div> <div>COFO Template</div> <div>Elimination Entry</div> <div>Variance Explanation</div> <div>Upload</div> <div>Financial Statements</div> </div>	<div>Select</div>
Variance/Validation		
<div>Submit</div>		
Submission Status:	Ready For Approval	
Variance Checks:	Yes	
Total Validation Errors:	0	
Total Variances:	<div>Download</div>	2
Variances Requiring Explanation:	0	
Variance Analysis by Table:	<div>Download</div>	
Table 4 % Analysis Report:	<div>Download</div>	
Financial Statements Uploaded:	0	

Click on the Select button to locate the Financial Statement file(s) on your desktop/network. Then click on the Submit button to upload the file.

The system will only validate the type of file being uploaded, which is restricted to .pdf and .tif file extensions.

Once uploaded, the application will update the Financial Statements Uploaded information row.

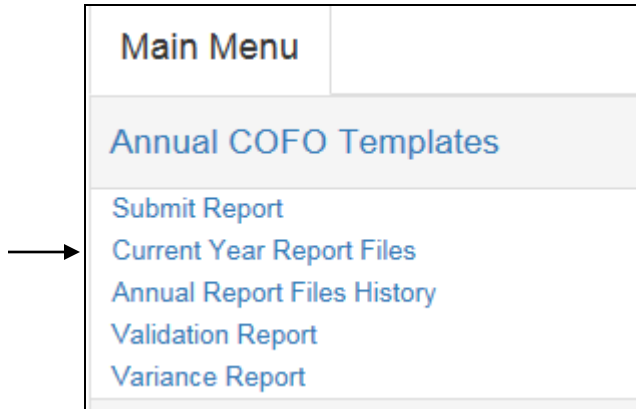
Institution	Laurentian University
Year	2019-2020
Type	Financial Statements
Document	<input type="text"/> Select
Variance/Validation	Validation and Variance
	
Document Uploaded ←	
Submission Status:	Ready For Approval
Variance Checks:	Yes
Total Validation Errors:	0
Total Variances:  Download	2
Variances Requiring Explanation:	0
Variance Analysis by Table:  Download	
Table 4 % Analysis Report:  Download	
Financial Statements Uploaded:	1 ←

Only one Financial Statement file is required to allow the submission to be approved. But if the Institution provides more than one Financial Statement file to COU, additional files can be uploaded using the process noted above. As each incremental file is uploaded, the file count will increase for the Financial Statements.

Step 8 – Approving the COFO Template Report

Once the template has been submitted for Approval, the COFO Approver has to approve it for it to go to COU as the completed version.

The COFO Approver signs into the COU-COFO Online Reporting Application. Once logged in, go to the 'Annual COFO Templates' section and select the 'Current Year Report Files' option.



The following page will appear showing the files uploaded and the status of the COFO Template Report. Note the menu on the left is suppressed to provide as much space on the page as possible. To see the full menu again, click on the Main Menu tab.

Main Menu							
Current Year Report Files							
Name	Institution	Year	Report	Variance Check	Submission Status	Modified	Updated By
2019-2020_Laurentian_FS_2019-2020_Laurentian_FS_2020-04-30 Laurentian University-FS-English	Laurentian University	2019-20	Financial Statements	n/a	n/a	09-06-2020 12:37	CChaput
2019-2020_Laurentian_Report	Laurentian University	2019-20	COFO Template	Yes	Ready For Approval	09-06-2020 11:50	CChaput
2019-2020_Laurentian_Elimination	Laurentian University	2019-20	Elimination Entry	n/a	Pending	09-04-2020 15:17	dsuarez

To review the information for a COFO Template Report that is 'Ready for Approval' click on the applicable item under Name and the COFO Approver will be able to open it to review it or save it as a Microsoft Office Excel file.

Current Year Report Files							
Name	Institution	Year	Report	Variance Check	Submission Status	Modified	Updated By
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2019-2020_Laurentian_FS_2019-2020_Laurentian_FS_2020-04-30 Laurentian University-FS-English	Laurentian University	2019-20	Financial Statements	n/a	n/a	09-06-2020 12:37	CChaput
<u>2019-2020_Laurentian_Report</u>	Laurentian University	2019-20	COFO Template	Yes	Ready For Approval	09-06-2020 11:50	CChaput
2019-2020_Laurentian_Elimination	Laurentian University	2019-20	Elimination Entry	n/a	Pending	09-04-2020 15:17	dsuarez

2020

Do you want to open or save 2019-2020_Laurentian_Report.xls from 64.39.164.110?

Open

Save

Cancel

Once the COFO Approver has reviewed the information in the COFO Template Report there are two ways to review the Variance explanations.

From the COU-COFO Online Reporting Home Page, go to the 'Annual COFO Templates' section and select Variance Report.

Main Menu	
Annual COFO Templates	
Submit Report	
Current Year Report Files	
Annual Report Files History	
Validation Report	
Variance Report	



Select the applicable Institution, if there is more than one available and the Variances will be displayed on the page for that Institution. You do this by entering the full or partial institution name in the Institution column.

To see all of the information on the row, scroll to the right to view all of the columns.

Main Menu

Variance Report

Test Type	Reporting Year	Institution	Description	Table	Row #	Row Heading	Column #	Column Heading	Current	
Edit	Variance	2019-20	Laurentian University	Negative values require explanation	Table 2	37	Other Investment Income	L	Entities Consolidated - Sponsored Research - Restricted Expendable Funds	(32)
Edit	Variance	2019-20	Laurentian University	Negative values require explanation	Table 12	19	International Student Recovery	H	Operating - General Expendable Funds	(268)

The second way to review the variances is to go to the 'Submit Report' page and select the applicable Institution if more than one is available. Once the Institution is selected the system will display the information for that Institution. The COFO Approver can then review the Variances by clicking on the Download button beside Total Variances and opening or downloading the file to Microsoft Office Excel.

[Submit Report](#)
[Current Year Report Files](#)
[Annual Report Files History](#)
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Survey
[Survey Submission](#)
[Financial Health Survey History](#)
[Benchmarking Survey History](#)

Interactive Reporting
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Submit Report

Institution Laurentian University

Year 2019-2020

Type COFO Template

Document [Select](#)

Variance/Validation Validation and Variance

Submission Status: Ready For Approval

Variance Checks: Yes


Total Validation Errors: 0

Total Variances: ← 2

The Variance report is Excel appears as follows:

Laurentian-Variances [Read-Only] [Compatibility Mode] - Microsoft Excel								
File Home Insert Page Layout Formulas Data Review View								
Clipboard Font Alignment Number Styles								
A1 Test Type								
	A	B	C	D	E	F	G	H
1	Test Type	Reporting Yea	Institution	Description	Table	Row #	Row Heading	Column #
2	Variance	2019-20	Laurentian Universit	Negative values require explanat	Table 2	37	Other Investment Income	L
3	Variance	2019-20	Laurentian Universit	Negative values require explanat	Table 12	19	International Student Recove	H
4								

Once the COFO Template Report, Variances and Financial Statement file have been reviewed and the COFO Approver is satisfied that it is 'ready for approval', you change the status on the 'Submit Report' page by clicking on the Approved button at the bottom of the page.



**COUNCIL OF ONTARIO
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COFO Online Reporting

Hello,

[Survey Submission](#)
[Financial Health Survey History](#)
[Benchmarking Survey History](#)

[Interactive Reporting](#)


[Benchmarking Interactive Reporting](#)

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[Templates](#)

Document [Select](#)

Variance/Validation Validation and Variance ▾

 [Submit](#)

Submission Status:


Ready For Approval

Variance Checks:

Yes

Total Validation Errors:

0


Total Variances: 

[Download](#)


2

Variances Requiring Explanation:

0

Variance Analysis by Table: 

[Download](#)

Table 4 % Analysis Report: 

[Download](#)


Financial Statements Uploaded:

1

Notes:

The document is 'Ready For Approval' by a COFO Approver.

Change Status:

[Approved](#)


Once the Template status is changed to Approved emails will be sent to the COFO Reporter and COFO Approver for the Institution to advise them that the status has changed. The template is now ready to be verified by COU.

Once approved, the template submission is locked down and a message appears on the 'Submit Report' page (see below). A new or revised template cannot be uploaded for that Institution for the current year as long as that document type has an approved status, unless COU changes the submission to 'Not Verified'.

A submission exists for the selected institution, reporting year, and document type, and the status of the submission is Approved, and is locked.

Templates - COFO Elimination Entry University Uploads

Step 1 – Preparing to upload the Elimination Template

When the Elimination Entry template is complete and ready to be uploaded, the COFO Reporter will log into the COU-COFO Online Reporting Application. The application will display the 'Submit Report Page'.

The information pertaining to the Elimination Entry submission is on the bottom of this page under Elimination Entry Form Submission Status. This section of the page is only displayed for Universities that have Affiliates associated with them.

Main Menu	
<div>Annual COFO Templates</div> <div> Submit Report Current Year Report Files Annual Report Files History Validation Report Variance Report </div> <div>Survey</div> <div> Survey Submission Financial Health Survey History </div> <div>Interactive Reporting</div> <div> Financial Health Interactive Reporting </div> <div>Information</div> <div> Institutions Templates </div> <div>Administration</div> <div> Users </div>	<h2>Submit Report</h2> <div> <div>Institution</div> <div>Laurentian University</div> </div> <div> <div>Year</div> <div>2019-2020</div> </div> <div> <div>Type</div> <div>COFO Template</div> </div> <div> <div>Document</div> <div> <input type="text"/> Select </div> </div> <div> <div>Variance/Validation</div> <div>Validation and Variance</div> </div> <div> <div>Submit</div> </div> <div> <div>Submission Status:</div> <div>Approved</div> </div> <div> <div>Variance Checks:</div> <div>Yes</div> </div> <div> <div>Total Validation Errors:</div> <div>0</div> </div> <div> <div>Total Variances:</div> <div> Download </div> <div>2</div> </div> <div> <div>Variances Requiring Explanation:</div> <div>0</div> </div> <div> <div>Variance Analysis by Table:</div> <div> Download </div> </div> <div> <div>Table 4 % Analysis Report:</div> <div> Download </div> </div> <div> <div>Financial Statements Uploaded:</div> <div>1</div> </div> <div> <div>Notes:</div> <div>The document is Approved and waiting to be verified by COU.</div> </div> <div> <div>Elimination Entry Form Submission Status</div> <div> <div>Status:</div> <div>Pending</div> </div> <div> <div>Total Validation Errors:</div> <div>0</div> </div> <div> <div>Notes:</div> <div>The document passes all validation. A COFO Reporter can update the status of this submission to 'Ready For Approval'.</div> </div> <div> <div>Change Status:</div> <div> Ready For Approval </div> </div> </div>

Prior to Uploading the Elimination Entry for an Institution, the status will be Un-Published. Only one Validation check is done on the elimination template and no Variance checking is completed.

Elimination Entry Form Submission Status	
Status:	Un-Published ←
Total Validation Errors:	0
Notes:	
The document is not uploaded yet.	

Step 2 – Uploading the Elimination Entry

The application will pre-populate the Institution and Year automatically. Select the Elimination Entry option in the Type field. Click on Select button beside the Document field to go to the desktop directory where the Elimination template is located that is to be uploaded and select it. The Variance/Validation option does not have to be changed from the default, since no variance checking is done on the elimination template.

Once the information has been entered, click on the Submit button. The application will complete the Version Control check first (see Template section above for additional information on this), then the validation check. It will then change the Submission Status to Pending. If the submission passes the version and validation checks the Change Status line will change and the 'Ready For Approval' Button will be displayed.

To correct any validation errors, refer to Step 4 in the Uploading and Approving the COFO Template section.

Once the status of the Elimination Entry upload changes from Unpublished to Pending, emails are sent to the COFO Reporter and the COFO Approver for the Institution to advise them that the status has changed for the Elimination submission.

Notes:
The document is Approved and waiting to be verified by COU.

Elimination Entry Form Submission Status

Status: Pending




Total Validation Errors: 0

Notes:
The document passes all validation. A COFO Reporter can update the status of this submission to 'Ready For Approval'.

Change Status: [Ready For Approval](#) ←

Step 3 – Changing the Status to Ready for Approval

When the Change Status on the Elimination Entry is 'Ready For Approval', the COFO Reporter will click on the 'Ready for Approval' button to change the status from Pending to Ready For Approval.

Submission Status:	Approved
Variance Checks:	Yes
Total Validation Errors:	0
Total Variances:  Download	2
Variances Requiring Explanation:	0
Variance Analysis by Table:  Download	
Table 4 % Analysis Report:  Download	
Financial Statements Uploaded:	1
Notes: The document is Approved and waiting to be verified by COU.	
Elimination Entry Form Submission Status Status: Pending Total Validation Errors: 0 Notes: The document passes all validation. A COFO Reporter can update the status of this submission to 'Ready For Approval'. Change Status: Ready For Approval ←	

When the 'Ready for Approval' button is selected and the status has changed, emails will be sent to the COFO Reporter and COFO Approver for the Institution to advise them that the status has changed for the Elimination Template.

Once the template has a Submission status of 'Ready For Approval' it is ready for approval by a COFO Approver.

Elimination Entry Form Submission Status	
Status:	Ready For Approval ←
Total Validation Errors:	0
Notes: The document is 'Ready For Approval' by a COFO Approver.	

Step 4 – Approving the Elimination Template

The elimination template is now ready for approval by the COFO Approver. The COFO Approver signs into the COU-COFO Online Reporting application and from the Main Menu page selects the 'Current Year Report Files' menu from the 'Annual COFO Templates section.



The following page will appear showing the status of the template submissions. Note the Main Menu is suppressed to provide as much information on the page as possible. To see the full Main Menu again, click on the tab.

Main Menu							
Current Year Report Files							
Name	Institution	Year	Report	Variance Check	Submission Status	Modified	Updated By
2019-2020_Laurentian_FS_2019-2020_Laurentian_FS_2020-04-30 Laurentian University-FS-English	Laurentian University	2019-20	Financial Statements	n/a	n/a	09-06-2020 12:37	CChaput
2019-2020_Laurentian_Report	Laurentian University	2019-20	COFO Template	Yes	Approved	09-06-2020 11:50	CChaput
2019-2020_Laurentian_Elimination	Laurentian University	2019-20	Elimination Entry	n/a	Ready For Approval	09-04-2020 15:17	dsuarez

To review the file submission for an Elimination Entry that is 'Ready for Approval' click on the applicable item under Name and the COFO Approver will be able to open it for review or save it as a Microsoft Excel file.

Main Menu

Current Year Report Files

Name	Institution	Year	Report	Variance Check	Submission Status	Modified	Updated By
2019-2020_Laurentian_FS_2019-2020_Laurentian_FS_2020-04-30 Laurentian University-FS-English	Laurentian University	2019-20	Financial Statements	n/a	n/a	09-06-2020 12:37	CChaput
2019-2020_Laurentian_Report	Laurentian University	2019-20	COFO Template	Yes	Approved	09-06-2020 11:50	CChaput
2019-2020_Laurentian_Elimination	Laurentian University	2019-20	Elimination Entry	n/a	Ready For Approval	09-04-2020 15:17	dsuarez

2020

Do you want to open or save 2019-2020_Laurentian_Elimination.xls from 64.39.164.110?
Open
Save
Cancel

Once the COFO Elimination Entry has been reviewed and the COFO Approver is satisfied that it is ready to be approved, they go to the 'Submit Report' page and click on the Approved button at the bottom of the page.

Elimination Entry Form Submission Status

Status: Ready For Approval

Total Validation Errors: 0

Notes:

The document is 'Ready For Approval' by a COFO Approver.

Change Status:

Approved

Once the status changes from 'Ready For Approval' to 'Approved', emails are sent out to the COFO Reporter and the COFO Approver for the Institution to notify them that the status has changed.

Elimination Entry Form Submission Status	
Status:	Approved ←
Total Validation Errors:	0
Notes:	
The document is Approved and waiting to be verified by COU.	

Once approved, the Elimination template submission is locked down and a message appears on the 'Submit Report' page (see below). A new or revised template cannot be uploaded for that Institution for the current year and document type due to the approved status, unless COU changes the submission to 'Not Verified'.

A submission exists for the selected institution, reporting year, and document type, and the status of the submission is Approved, and is locked.


3. COU – Verifying the COFO Template or Elimination Entry




Once the COFO Template or Elimination Entry has been 'Approved', COU will review the information and at its fall meeting the Financial Reporting Committee (FRC) will review the Institutional submissions for accounting consistency. If the information in the template is satisfactory, COU will change the submission status to 'Verified' by clicking on the Verify Button on the 'Submit Report' page. Once the template has been verified by COU, the Submission Status will change from 'Approved' to 'Verified'.

Main Menu	
Annual COFO Templates Submit Report Current Year Report Files Annual Report Files History Validation Report Variance Report	<h3>Submit Report</h3> <p>Institution Trent University</p> <p>Year 2019-2020</p> <p>Type COFO Template</p> <p>Document <input type="text"/> Select</p> <p>Variance/Validation Validation and Variance</p> <p>Submit</p> <hr/> <p>Submission Status: Verified ←</p> <p>Variance Checks: Yes</p> <p>Total Validation Errors: 0</p> <p>Total Variances: Download 381</p>
Survey Survey Submission Financial Health Survey History Benchmarking Survey History	
Interactive Reporting Financial Health Interactive Reporting Benchmarking Interactive Reporting	
Information Institutions Templates	
Administration Send Email Message Variable Data Loads Users	




If the COFO Template or Elimination Entry information is not satisfactory, COU sets the status to 'Not Verified' by clicking on the Not Verified button at the bottom of the Submit Report page.

Variance/Validation
Validation and Variance

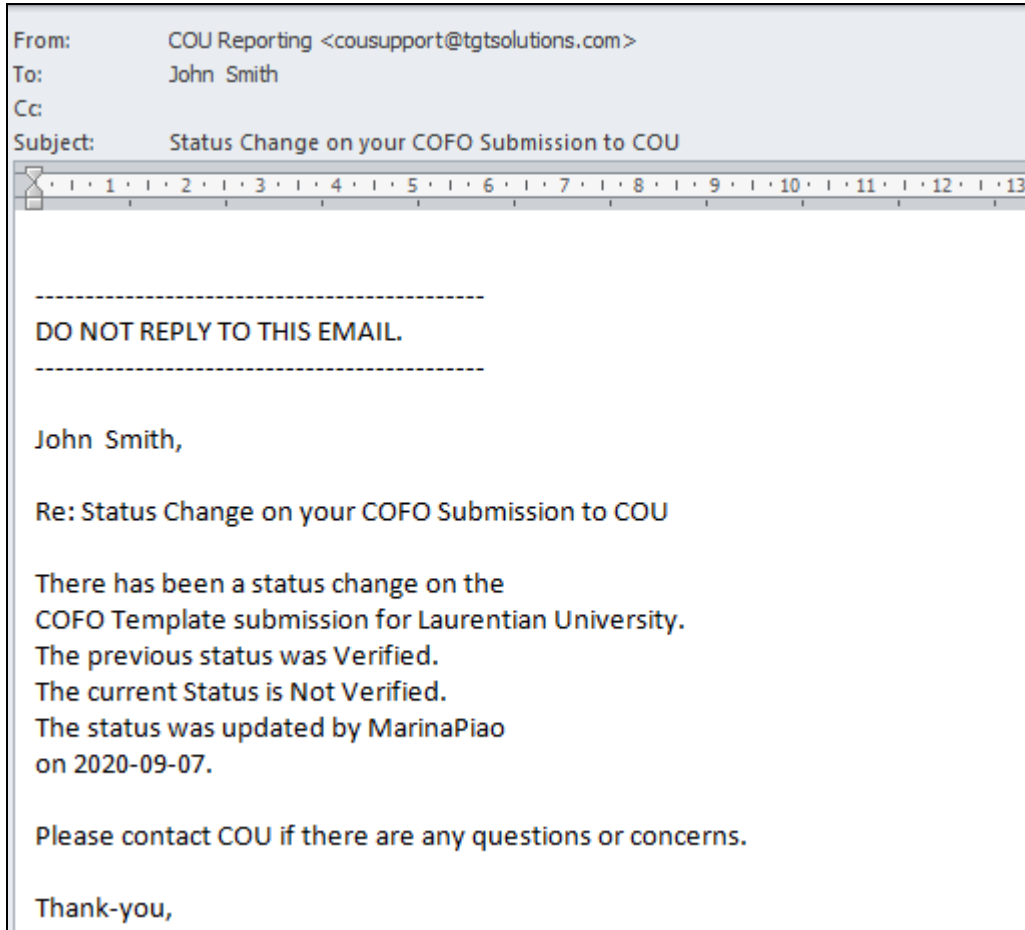
 Submit

Submission Status:	Verified
Variance Checks:	Yes
Total Validation Errors:	0
Total Variances:  Download	2
Variances Requiring Explanation:	0
Variance Analysis by Table:  Download	
Table 4 % Analysis Report:  Download	
Financial Statements Uploaded:	1
Notes: The document is verified by COU and is complete.	
Not Verified	

When a template status has been changed to Not Verified the information must be corrected at the Institution level and re-submitted through the Approval process.

Submission Status:	Not Verified ←
Variance Checks:	Yes
Total Validation Errors:	0
Total Variances:  Download	2
Variances Requiring Explanation:	0
Variance Analysis by Table:  Download	
Table 4 % Analysis Report:  Download	
Financial Statements Uploaded:	1
Notes: The document has been set to 'Not Verified' by COU and must be re-submitted. ←	

When COU changes an Institution's submission to Not Verified, the application will send out an email to the COFO Approver and COFO Reporter for the Institution to advise them of the change in status.



4. Table 4 % Analysis Report

On the Submit Report page, the COFO Reporter and COFO Approver can download a percentage report for the Table 4 data submitted to use for comparison, validation and comparison to last year's information.

This report is only available to Universities and will not be available for selection by the Affiliates.

The report will only be available for download once a template has been uploaded for the current year.

To access the Table 4 report, open the COFO Online Reporting application and select the Submit Report page from the Annual COFO Template menu. The Table 4 % Analysis Report is available for download from this page.

[Submit Report](#)
[Current Year Report Files](#)
[Annual Report Files History](#)
[Validation Report](#)
[Variance Report](#)

[Survey](#)
[Survey Submission](#)
[Financial Health Survey History](#)

[Interactive Reporting](#)
[Financial Health Interactive Reporting](#)

[Information](#)
[Institutions](#)
[Templates](#)

[Administration](#)
[Users](#)

Submit Report

Institution: Laurentian University

Year: 2019-2020

Type: COFO Template

Document: [Select](#)

Variance/Validation: Validation and Variance

[Submit](#)

Submission Status:

Not Verified

Variance Checks:

Yes

Total Validation Errors:

0

Total Variances:

[Download](#)
2

Variances Requiring Explanation:

0

Variance Analysis by Table:

[Download](#)

Table 4 % Analysis Report:

[Download](#)

Click on the Download button and open or save the report when the prompt appears:

Table 4 % Analysis Report: [Download](#)

Financial Statements Uploaded: 1

Notes:

Do you want to open or save 2019-2020_Laurentian_Table4AnalysisReport.xlsx (27.7 KB) from 64.39.164.110?

[Open](#)
[Save](#)
[Cancel](#)

There are two tabs in the report. The first tab reports the information for the Institution for the current year in Column F. Information by University Sector is provided for the Previous year for comparison.

	Previous Year	Previous Year	Previous Year	Previous Year	Current Year
	Average - Small	Average - Medium	Average - Large	Average - Sector	Laurentian University
1 EXPENSE DISTRIBUTION AS A PERCENTAGE OF TOTAL EXPENSES BY OBJECT BY OF EXPENSE (TABLE 4)					
2 COMPARISON TO PREVIOUS YEAR'S GROUP & SECTOR AVERAGES					
3 2019-2020					
4 Percentage by All Values					
5					
6 Academic Ranks	25.57	20.98	16.42	20.99	27.94
7 Other Instruction & Research	5.07	4.86	15.53	8.49	9.29
8 Other Salaries & Wages	21.19	22.33	20.34	21.29	18.94
9 Total Salaries and Wages	51.83	48.17	52.29	50.76	55.17
10 Employee Benefits	10.10	11.23	14.25	11.86	10.88
11 Total Salaries and Benefits	61.93	59.39	66.54	62.62	66.05
12 Library Acquisitions	1.02	1.33	0.86	1.07	1.02
13 Furniture and Equipment Purchases	3.07	3.18	3.22	3.16	2.32
14 Equipment Rental and Maintenance	1.42	0.82	0.92	1.05	1.09
15 Printing and Duplicating	0.16	0.34	0.27	0.26	0.23
16 Materials and Supplies	2.10	2.70	3.88	2.88	3.06
17 Communications	0.26	0.57	0.29	0.37	0.15
18 Professional Fees	1.07	2.14	1.43	1.55	1.88
19 Cost of Goods Sold	0.53	1.12	1.13	0.93	0.01
20 Travel	1.88	1.87	1.74	1.83	3.08
21 Utilities	1.49	1.68	1.47	1.54	1.62
22 Renovations and Alterations	3.39	3.32	2.31	3.00	1.08
23 Externally Contracted Services	4.91	3.06	2.16	3.37	3.05
24 Scholarships, Bursaries, etc.	5.57	6.05	5.99	5.87	4.47
25 Debt Repayments	1.23	0.73	0.58	0.85	1.64

The second tab provides the previous year information at a University level by Sector to provide additional information for analysis.

	Average - Small	Trent University	Lakehead University	Laurentian University	Algoma University	Nipissing University	OCAD University	Ontario Institute of Technology, University	Average - Medium	Queen's University	Brock University	Carleton University	Guelph, University of	Wilfrid Laurier University	Windsor, University of	Average - Large	Ottawa, University of	McMaster University	Toronto University
1 EXPENSE DISTRIBUTION AS A PERCENTAGE OF TOTAL EXPENSES BY OBJECT BY OF EXPENSE (TABLE 4)																			
2 COMPARISON TO PREVIOUS YEAR'S GROUP & SECTOR AVERAGES																			
3 2018-2019																			
4 Percentage by All Values																			
5																			
6 Academic Ranks	25.57	24.04	26.85	27.94	21.14	34.47	24.15	20.38	20.98	15.79	24.32	21.14	16.84	23.30	24.50	16.42	19.56	19.36	
7 Other Instruction & Research	5.07	6.33	6.21	8.29	4.44	0.00	3.09	6.55	4.85	4.65	6.36	4.44	4.96	2.39	6.32	15.53	13.03	5.78	
8 Other Salaries & Wages	21.19	19.09	19.91	18.94	23.94	23.26	23.16	20.03	22.33	21.21	20.83	23.94	24.48	21.06	22.46	20.34	21.08	24.61	
9 Total Salaries and Wages	51.83	49.46	52.97	55.17	49.52	57.73	51.01	46.96	48.17	41.66	51.51	49.52	46.27	46.74	53.29	52.29	53.67	49.75	
10 Employee Benefits	10.10	15.81	7.73	10.88	10.71	10.70	7.66	7.20	11.23	8.98	10.15	10.71	14.34	10.60	12.59	14.25	9.97	11.58	
11 Total Salaries and Benefits	61.93	65.27	60.70	66.05	60.23	68.43	58.67	54.16	59.39	50.64	61.66	60.23	60.61	57.34	65.88	66.54	63.64	61.33	
12 Library Acquisitions	1.02	0.74	1.15	1.02	1.72	1.12	0.44	0.98	1.33	1.15	1.36	1.72	1.00	1.27	1.47	0.86	1.33	1.05	
13 Furniture and Equipment Purchases	3.07	4.11	2.16	2.32	2.86	1.10	2.88	6.08	3.18	5.97	1.67	2.86	4.20	1.96	2.42	3.22	3.29	2.86	
14 Equipment Rental and Maintenance	1.42	0.91	2.72	1.09	0.79	2.42	0.94	1.06	0.82	0.55	1.08	0.79	1.22	0.67	0.61	0.92	1.65	0.50	
15 Printing and Duplicating	0.16	0.01	0.23	0.23	0.13	0.20	0.19	0.12	0.34	0.26	0.31	0.13	0.41	0.54	0.29	0.27	0.34	0.50	
16 Materials and Supplies	2.10	2.42	3.48	3.06	1.82	1.45	1.30	1.14	2.70	4.38	1.00	1.82	4.24	2.51	2.16	3.88	4.37	7.09	
17 Communications	0.26	0.28	0.45	0.15	0.27	0.23	0.25	0.17	0.57	0.75	0.34	0.27	0.34	0.53	1.16	0.29	0.46	0.81	
18 Professional Fees	1.07	0.22	0.41	1.88	1.57	0.83	1.73	0.88	2.14	2.96	1.31	1.57	1.59	0.29	5.12	1.43	3.32	1.20	
19 Cost of Goods Sold	0.53	0.11	3.53	0.01	0.08	0.00	0.00	0.00	1.12	0.00	1.59	0.08	1.38	2.51	1.13	1.13	0.00	1.25	
20 Travel	1.88	1.36	2.22	3.08	2.07	2.16	0.63	1.65	1.87	2.19	1.37	2.07	1.90	1.92	1.79	1.74	1.83	2.17	
21 Utilities	1.49	1.95	1.68	1.62	1.60	2.14	1.00	0.43	1.68	1.90	1.22	1.60	1.95	1.92	1.46	1.47	1.28	1.76	
22 Renovations and Alterations	3.39	2.48	3.65	1.08	3.31	2.93	8.47	1.81	3.32	3.16	0.92	3.31	2.46	3.93	6.11	2.31	0.82	2.63	
23 Externally Contracted Services	4.91	7.70	1.66	3.05	2.32	6.75	1.06	10.95	3.06	7.78	2.25	2.32	2.56	3.14	0.30	2.16	3.79	1.91	
24 Scholarships, Bursaries, etc.	5.57	7.03	6.70	4.47	7.16	5.47	3.44	4.71	6.05	6.64	6.15	7.16	5.25	6.42	4.85	5.99	8.08	4.63	
25 Debt Repayments	1.23	0.02	1.16	1.64	0.60	1.51	0.78	2.92	0.73	0.39	0.69	0.60	1.41	0.71	0.57	0.50	0.12	0.05	
26 Interest	2.54	1.48	3.46	2.40	0.53	1.28	1.80	6.84	1.68	1.43	1.99	0.53	1.28	2.34	2.50	0.87	1.64	1.07	

5. Static Reporting

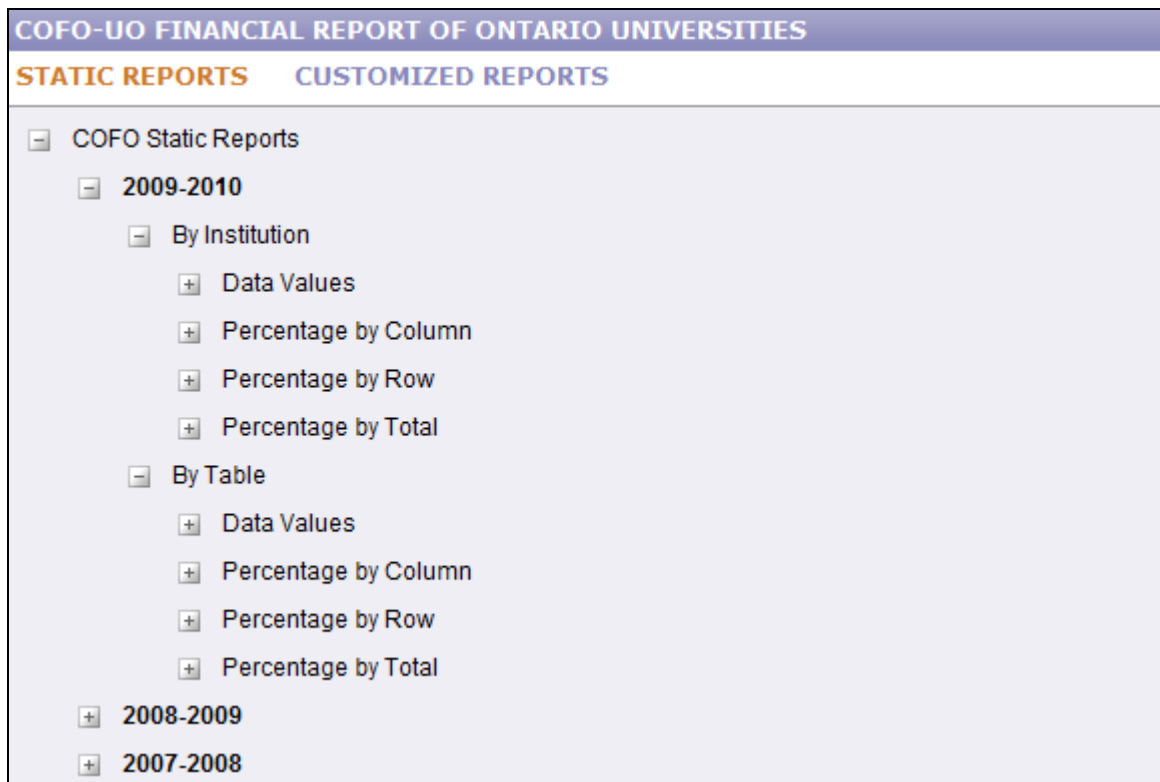
The 'Static Reports' page contains a directory of the Static Reports that have been generated and are available for review and download. If a year has not been run or has been taken offline, the directory for the reporting year will disappear.

When the reporting process runs, it creates two main groupings of reports – By Institution and By Table.

Within the main groupings, there are four sub-groupings (referred to as Distributions) of reports: Data Values, Percentage by Column, Percentage by Row and Percentage by Total.

Within the four sub-groupings, there are two report types available for selection: Excel and PDF. Within the report type directory, the reports will appear in the following order:

1. Total for System
2. Total for Universities
3. Total for Affiliates
4. Alphabetically by Institution



Downloading Reports

When a User selects a distribution type (Data Values, Percentage by Column, Percentage by Row, Percentage by Total), they can choose to view or download either the PDF or Excel file for viewing.

COFO-UO FINANCIAL REPORT OF ONTARIO UNIVERSITIES


STATIC REPORTS
CUSTOMIZED REPORTS


☐ COFO Static Reports

☐ 2009-2010

☐ By Institution

☐ Data Values

 Excel













 PDF

☐ Percentage by Column
 ☐ Percentage by Row
 ☐ Percentage by Total

☐ By Table

☐ Data Values
 ☐ Percentage by Column
 ☐ Percentage by Row
 ☐ Percentage by Total

☐ 2008-2009

 Total for System.pdf
 Total for all Universities.pdf
 Total for all Affiliates.pdf
 Algoma University.pdf
 Brescia University College.pdf
 Brock University.pdf
 Carleton University.pdf
 Conrad Grebel University College.pdf
 Dominican College.pdf
 Guelph, University of.pdf
 Hearst, Le Collège Universitaire de.pdf
 Huntington University.pdf

Page 88

Total_for_System[1].pdf - Adobe Reader
File Edit View Document Tools Window Help

1 / 14 57.8% Find

Table 1: Summary of Revenue, Expenses and Fund Balance
Year: 2008/2009
Distributions: Data by Values (000's)

Total for System

	Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds	Appropriated - Operating & Other (Non-Credit) - General Expendable Funds	Unappropriated - Ancillary - General Expendable Funds	Appropriated - Ancillary - General Expendable Funds	Sponsored Research - Restricted Expendable Funds	Trust - Restricted Expendable Funds	Capital - Restricted Expendable Funds	Total Expendable	Endowment
Total Revenue	6,223,518	0	896,226	0	2,473,318	360,575	513,274	10,466,911	(921,941)
Total Expense	6,245,140	0	915,335	0	2,425,934	362,438	787,319	10,637,066	0
Lump Sum Payments	17,539	0	415	0	597	261	0	18,813	34
Net Revenue (Expense)	(40,161)	0	80,475	0	46,887	(2,124)	(274,045)	(188,968)	(921,975)
Interfund Transfers	(164,569)	0	(40,471)	0	4,266	(17,268)	183,037	(35,005)	35,005
Net Variation in Appropriations	39,834	(39,834)	(786)	786	0	0	0	0	0
Net Increase (Decrease) for the Year per COFO-UO Report	(164,896)	(39,834)	39,218	786	51,153	(19,392)	(91,008)	(223,973)	(886,970)
Net Reconciling Items	(95,640)	0	(32,537)	0	(52,512)	(52,378)	133,172	(99,895)	(5,851)
Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	(797,286)	1,312,029	(163,043)	161,729	112,948	275,923	1,979,350	2,881,650	4,694,498
Prior Period Adjustments	(12,193)	7,912	0	0	(122)	0	44,206	35,803	34,773
Balance - End of the Year PER FINANCIAL STATEMENTS	(1,070,015)	1,285,425	(156,362)	162,515	111,467	204,153	2,065,720	2,602,903	3,826,450
Unrestricted	(1,070,015)	0	(161,023)	0	(3,609)	21,519	(234,883)	(1,448,011)	0
Internally Restricted	0	1,285,425	4,661	61,482	110,894	164,361	255,122	1,881,945	681,561
Investment in Capital Assets	0	0	0	101,033	0	0	2,045,922	2,146,955	0
Externally Restricted	0	0	0	0	4,182	18,273	(441)	22,014	3,144,889
Total	(1,070,015)	1,285,425	(156,362)	162,515	111,467	204,153	2,065,720	2,602,903	3,826,450

When a By Institution Excel file is selected and the Excel file is opened the tables appear as tabs at the bottom of the workbook similar to the Template uploaded.

Table 1: Summary of Revenue, Expenses and Fund Balance									
Year: 2008/2009									
Distributions: Data by Values (000's)									
Total for System									
	Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds	Appropriated - Operating & Other (Non-Credit) - General Expendable Funds	Unappropriated - Ancillary - General Expendable Funds	Appropriated - Ancillary - General Expendable Funds	Sponsored Research - Restricted Expendable Funds	Trust - Restricted Expendable Funds	Capital - Restricted Expendable Funds	Total Expendable	Endor
Total Revenue	6223518	0	896226	0	2473318	360575	513274	10466911	(9
Total Expense	6246140	0	815335	0	2425834	362438	787319	10637066	
Lump Sum Payments	17539	0	416	0	597	261	0	18813	
Net Revenue (Expense)	(40161)	0	80475	0	46887	(2124)	(274045)	(188968)	(9
Interfund Transfers	(164569)	0	(40471)	0	4266	(17268)	183037	(35005)	
Net Variation in Appropriations	39834	(39834)	(786)	786	0	0	0	0	
Net Increase (Decrease) for the Year per COFO-UO Report	(164896)	(39834)	39218	786	51153	(19392)	(91008)	(223973)	(8
Net Reconciling Items	(95640)	0	(32537)	0	(52512)	(52376)	133172	(99895)	
Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	(797286)	1312029	(163043)	161729	112948	275923	1979350	2881650	4
Prior Period Adjustments	(12193)	7912	0	0	(122)	0	44206	39803	
Balance - End of the Year PER FINANCIAL STATEMENTS	(1070015)	1285425	(156362)	162515	111467	204153	2065720	2602903	3
Unrestricted	(1070015)	0	(161023)	0	(3609)	21519	(234883)	(1448011)	
Internally Restricted	0	1285425	4661	61482	110894	164361	255122	1881945	
Investment in Capital Assets	0	0	0	101033	0	0	2045922	2146955	
Externally Restricted	0	0	0	0	4182	18273	(441)	22014	3
Total	(1070015)	1285425	(156362)	162515	111467	204153	2065720	2602903	3

► Table 1 / Table 2 / Table 3 / Table 4 / Table 5 / Table 6 / Table 7 / Table 10 / Table 11 / Table 12 / ◀

When a By Table PDF is selected and the PDF file is opened, it will display the information in the same order as the directory structure - Total for System, Total for Universities, Total for Affiliates, followed by the Institutions in alphabetical order.

Table 1: Summary of Revenue, Expenses and Fund Balance									
Year: 2008/2009									
Distributions: Data by Values (000's)									
Total for System									
	Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds	Appropriated - Operating & Other (Non-Credit) - General Expendable Funds	Unappropriated - Ancillary - General Expendable Funds	Appropriated - Ancillary - General Expendable Funds	Sponsored Research - Restricted Expendable Funds	Trust - Restricted Expendable Funds	Capital - Restricted Expendable Funds	Total Expendable	Endowment
Total Revenue	6,223,518	0	896,226	0	2,473,318	360,575	513,274	10,466,911	(921,941)
Total Expense	6,246,140	0	815,335	0	2,425,834	362,438	787,319	10,637,066	0
Lump Sum Payments	17,539	0	416	0	597	261	0	18,813	34
Net Revenue (Expense)	(40,161)	0	80,475	0	46,887	(2,124)	(274,045)	(188,968)	(521,975)
Interfund Transfers	(164,569)	0	(40,471)	0	4,266	(17,268)	163,037	(35,005)	35,005
Net Variation In Appropriations	39,834	(39,834)	(786)	786	0	0	0	0	0
Net Increase (Decrease) for the Year per COFO-UO Report	(164,896)	(39,834)	39,218	786	51,153	(19,392)	(91,008)	(223,973)	(886,970)
Net Reconciling Items	(95,640)	0	(32,537)	0	(52,512)	(52,378)	133,172	(99,895)	(5,851)
Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	(797,286)	1,312,029	(163,043)	161,729	112,948	275,923	1,979,350	2,881,650	4,684,498
Prior Period Adjustments	(12,193)	7,912	0	0	(122)	0	44,206	39,803	34,773
Balance - End of the Year PER FINANCIAL STATEMENTS	(1,070,015)	1,285,425	(156,362)	162,515	111,467	204,153	2,065,720	2,602,903	3,826,450
Unrestricted	(1,070,015)	0	(161,023)	0	(3,609)	21,519	(234,883)	(1,448,011)	0
Internally Restricted	0	1,285,425	4,661	61,482	110,894	164,361	255,122	1,881,945	581,561
Investment in Capital Assets	0	0	0	101,033	0	0	2,045,922	2,146,955	0
Externally Restricted	0	0	0	0	4,182	18,273	(441)	22,014	3,144,889
Total	(1,070,015)	1,285,425	(156,362)	162,515	111,467	204,153	2,065,720	2,602,903	3,826,450

When a By Table Excel file is selected and the Excel file is opened, the Rollups and the individual Institutions will appear on different tabs in the workbook in the same order as the directory structure - Total for System, Total for Universities, Total for Affiliates followed by the Institutions in alphabetical order.

Table 1: Summary of Revenue, Expenses and Fund Balance									
Year: 2008/2009									
Distributions: Data by Values (000's)									
Total for all Affiliates									
	Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds	Appropriated - Operating & Other (Non-Credit) - General Expendable Funds	Unappropriated - Ancillary - General Expendable Funds	Appropriated - Ancillary - General Expendable Funds	Sponsored Research - Restricted Expendable Funds	Trust - Restricted Expendable Funds	Capital - Restricted Expendable Funds	Total Expendable	End
Total Revenue	150790	0	70832	0	1359	5362	6873	235216	
Total Expense	165557	0	44646	0	1607	8901	12386	233097	
Lump Sum Payments	0	0	0	0	0	0	0	0	
Net Revenue (Expense)	(14767)	0	26186	0	(248)	(3539)	(5513)	2119	
Interfund Transfers	(32865)	0	(11312)	0	44	5206	10021	(28906)	
Net Variation in Appropriations	292	(292)	(50)	50	0	0	0	0	
Net Increase (Decrease) for the Year per COFO-UO Report	(47340)	(292)	14824	50	(204)	1667	4508	(26787)	
Net Reconciling Items	35290	0	(13900)	0	138	1662	684	23874	
Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	23845	2395	10179	285	371	47843	43091	128009	
Prior Period Adjustments	(12550)	0	0	0	(122)	0	52475	39803	
Balance - End of the Year PER FINANCIAL STATEMENTS	(755)	2103	11103	335	183	51172	100758	164899	
Unrestricted	(755)	0	11103	0	0	17178	(133)	27393	
Internally Restricted	0	2103	0	335	10	19100	1204	22752	
Investment in Capital Assets	0	0	0	0	0	0	100128	100128	
Externally Restricted	0	0	0	0	173	14894	(441)	14626	
Total	(755)	2103	11103	335	183	51172	100758	164899	

The Percentage By Row, Percentage by Column and Percentage by Total Excel and PDF reports all display the same way as the Data Values reports.

6. Customized Reporting

Click on the Customized Reporting tab on the COFO-UO Reports website to access the Customized Reporting options. The following page appears:

COFO-UO FINANCIAL REPORT OF ONTARIO UNIVERSITIES

STATIC REPORTS **CUSTOMIZED REPORTS**

Table
Table 1 - SUMMARY OF REVENUE, EXPENSES AND FUND BALANCE

Distribution
Data by Values

Institution
Filter by Single Institution

Reporting Year
Filter by single Year

Fund
Fund as a Column

Source
Source as a Row

Total for System
2009/2010

Select Funds

Select Sources

Run Report Reset To Default Settings

Excel (XLS) Export

2009/2010 Total for System

Data by Values Fund

The settings that appear when you access the page have been set as defaults for the page.

Entering Criteria to Run a Report

To run a report click on the dropdowns arrows and enter the criteria for the report you would like to run. Select the Table, Distribution, Institution, Reporting Year, Fund(s) and Source(s) options that you would like to see.

For Institution, Reporting Year, Fund and Source you have the option to put these on either the row or the column. To do this, click on the down arrow beside the applicable criteria and select the Option required. If you select the Filter by a Single *value* option, then this value will remain at the higher level, like the Table criteria, assuming that another Row or Column criteria exists.

The options for Institution are as follows:

STATIC REPORTS **CUSTOMIZED REPORTS**

Table
Table 4 - SUMMARY OF EXPENSE BY FUND AND OBJ

Institution

Filter by Single Institution

☒ Filter by Single Institution

☐ Institution as a Column

☐ Institution as a Row

The options for Reporting Year are as follows:

STATIC REPORTS		CUSTOMIZED REPORTS	
Table Table 4 - SUMMARY OF EXPENSE BY FUND AND OBJECT OF EXPENSE			
Institution Filter by Single Institution		Reporting Year Filter by single Year	
Total for System		<input checked="" type="radio"/> Filter by single Year <input type="radio"/> Year as a Column <input type="radio"/> Year as a Row	
Run Report		Reset To Default Settings	

The options for Fund are as follows:

STATIC REPORTS		CUSTOMIZED REPORTS	
Table Table 4 - SUMMARY OF EXPENSE BY FUND AND OBJECT OF EXPENSE			
Institution Filter by Single Institution		Reporting Year Filter by single Year	
Total for System		2009/2010	
Run Report		Reset To Default Settings	
		Fund Fund as a Column	
		<input type="radio"/> Filter by single Fund <input checked="" type="radio"/> Fund as a Column <input type="radio"/> Fund as a Row	

The options for Source are as follows:

STATIC REPORTS		CUSTOMIZED REPORTS	
Table Table 4 - SUMMARY OF EXPENSE BY FUND AND OBJECT OF EXPENSE			
Institution Filter by Single Institution		Reporting Year Filter by single Year	
Total for System		2009/2010	
Run Report		Reset To Default Settings	
		Fund Fund as a Column	
		Select Funds	
		Distribution Data by Values	
		Source Source as a Row	
		<input type="radio"/> Filter by single Source <input type="radio"/> Source as a Column <input checked="" type="radio"/> Source as a Row	

When the Filter by a Single Reporting Year, Fund or Source is selected, the User has to select a single value in the drop down box below the criteria option.

Example of the Reporting Year options (note this is restricted to the reporting years that have been run and are on-line or offline if you are the COU Administrator) – Click on the dropdown arrow beside the year listed and select the desired year.

The screenshot shows the 'CUSTOMIZED REPORTS' section. Under the 'Table' dropdown, 'Table 4 - SUMMARY OF EXPENSE BY FUND AND OBJECT OF EXPENSE' is selected. The 'Institution' dropdown is set to 'Filter by Single Institution' and 'Total for System'. The 'Reporting Year' dropdown is set to 'Filter by single Year'. A dropdown menu is open for the Reporting Year, showing options: 2009/2010 (selected), 2008/2009, 2007/2008, 2006/2007, and 2005/2006. A black arrow points to the dropdown arrow of the Reporting Year menu. Below the dropdowns are buttons for 'Run Report' and 'Reset To Default Settings'. At the bottom, there are buttons for '2009/2010' and 'Total for System'.

When the select the option *As Row or As Column*, the User has to select the criteria desired from the list of options available. For example, the Fund as a Column was selected so the Select Funds option is available.

The screenshot shows the same interface as the previous one, but with the 'Fund' dropdown set to 'Fund as a Column'. A dropdown menu is open for the Fund, showing the option 'Select Funds'. A black arrow points to the 'Select Funds' option. The 'Reporting Year' dropdown is still set to 'Filter by single Year' and '2009/2010'.

When the Select Funds option is selected, a list of the Funds for that table will be displayed. Select the funds you would like to see in the report and click OK.

SELECT FUNDS

Select All - Select None ←

☐ Operating - General Expendable Funds

☐ Other (Non-Credit) - General Expendable Funds

☐ Subtotal - General Expendable Funds

☐ Ancillary - General Expendable Funds

☐ Entities Consolidated - Sponsored Research - Restricted Expendable Funds

☐ Entities Not Consolidated - Sponsored Research - Restricted Expendable Funds

☐ Subtotal - Sponsored Research - Restricted Expendable Funds

☐ Trust - Restricted Expendable Funds

☐ Capital - Restricted Expendable Funds

☐ Total

Running the Report

Once all of the criteria have been selected, click on Run Report button to generate the report based on the criteria selected.

COFO-UO FINANCIAL REPORT OF ONTARIO UNIVERSITIES

STATIC REPORTS **CUSTOMIZED REPORTS**

Table
Table 4 - SUMMARY OF EXPENSE BY FUND AND OBJECT OF EXPENSE

Institution
Filter by Single Institution
Algoma University

Reporting Year
Filter by single Year
2008/2009

Fund
Fund as a Column
Select Funds

Run Report Reset To Default Settings

The report information will be displayed on the bottom section of the page.

COFO-UO FINANCIAL REPORT OF ONTARIO UNIVERSITIES

STATIC REPORTS **CUSTOMIZED REPORTS**

Table
Table 4 - SUMMARY OF EXPENSE BY FUND AND OBJECT OF EXPENSE

Distribution
Data by Values

Institution
Filter by Single Institution
Total for System

Reporting Year
Filter by single Year
2008/2009

Fund
Fund as a Column
Select Funds

Source
Source as a Row
Select Sources

Run Report Reset To Default Settings

Excel (XLS) **Export**

2008/2009 Total for System

Data by Values	Fund					
Source	Operating - General Expendable Funds	Other (Non-Credit) - General Expendable Funds	Subtotal - General Expendable Funds	Ancillary - General Expendable Funds	Entities Consolidated - Sponsored Research - Restricted Expendable Funds	Entities Not Cor Sponsored Research Expendable
	↑ ↓	↑ ↓	↑ ↓	↑ ↓	↑ ↓	↑ ↓
Academic Ranks	2,043,129	16,101	2,059,230	0	101,870	
Other Instruction & Research	347,312	17,882	365,194	0	326,550	
Other Salaries & Wages	1,754,659	57,867	1,812,526	178,554	240,290	
Total Salaries and Wages	4,145,100	91,850	4,236,950	178,554	668,710	
Employee Benefits	864,954	12,497	877,451	38,181	77,674	
Total Salaries and Benefits	5,010,054	104,347	5,114,401	216,735	746,384	
Library Acquisitions	160,656	171	160,827	0	2,067	
Furniture and Equipment Purchases	153,344	1,494	154,838	19,902	192,811	

Exporting the Report Data

The User then has the option to Export the data to Excel or CSV by clicking on the dropdown beside the Export button and selecting Excel (XLS) or Text (CSV) and then clicking on the Export button. The file can then be opened or saved.

COFO-UO FINANCIAL REPORT OF ONTARIO UNIVERSITIES

STATIC REPORTS CUSTOMIZED REPORTS

Table
Table 4 - SUMMARY OF EXPENSE BY FUND AND OBJECT OF EXPENSE

Distribution
Data by Values

Institution
Filter by Single Institution

Reporting Year
Filter by single Year

Fund
Fund as a Column

Source
Source as a Row

Total for System

2008/2009

Run Report Reset To Default Settings

Excel (XLS) Export

Excel (XLS)

Text (CSV)

2008/2009 Total for System

Data by Values Fund

Source	Operating - General Expendable Funds	Other (Non-Credit) - General Expendable Funds	Subtotal - General Expendable Funds	Ancillary - General Expendable Funds	Entities Consolidated - Sponsored Research - Restricted Expendable Funds	Entities Not Co Sponsored Resear Expendable
Academic Ranks	2,043,129	16,101	2,059,230	0	101,870	
Other Instruction & Research	347,312	17,882	365,194	0	326,550	
Other Salaries & Wages	1,754,659	57,867	1,812,526	178,554	240,290	
Total Salaries and Wages	4,145,100	91,850	4,236,950	178,554	668,710	

Once the report has been exported to Excel, all of the Excel tools are available to be used.

	A	B	C	D	E	F	G	H
1	Table 1 - SUMMARY OF REVENUE, EXPENSES AND FUND BALANCE							
2	Total for System							
3	2007/2008							
4	Data Values							
5		Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds	Appropriated - Operating & Other (Non-Credit) - General Expendable Funds	Unappropriated - Ancillary - General Expendable Funds	Appropriated - Ancillary - General Expendable Funds	Sponsored Research - Restricted Expendable Funds	Trust - Restricted Expendable Funds	Capital - Restricted Expendable Funds
6	Total Revenue	6,335,597	0	847,232	0	2,421,613	434,890	582,175
7	Total Expense	5,993,726	0	801,721	0	2,356,638	381,720	759,331
8	Lump Sum Payments	7,293	0	12	0	52	641	0
9	Net Revenue (Expense)	334,903	0	45,499	0	64,923	52,529	(177,156)
10	Interfund Transfers	(163,216)	0	(37,573)	0	(7,585)	(7,428)	222,666
11	Net Variation in Appropriations	(6,847)	6,848	(27,733)	27,733	0	0	0
12	Net Increase (Decrease) for the Year per COFO-UO Report	164,840	6,848	(19,807)	27,733	57,338	45,101	45,510
13	Net Reconciling Items	(235,450)	0	(19,342)	0	(54,216)	(53,666)	135,618
14	Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	(757,003)	1,306,205	(111,099)	133,208	109,826	281,195	1,820,213
15	Prior Period Adjustments	30,327	(1,024)	(12,795)	788	0	3,293	(21,991)
16	Balance - End of the Year PER FINANCIAL STATEMENTS	(797,286)	1,312,029	(163,043)	161,729	112,948	275,923	1,979,350
17	Unrestricted	(797,286)	0	(163,322)	0	(3,468)	66,670	(143,943)
18	Internally Restricted	0	1,312,029	279	57,037	115,682	191,983	165,089
19	Investment in Capital Assets	0	0	0	104,692	0	0	1,958,704
20	Externally Restricted	0	0	0	0	734	17,270	(500)
21	Total	(797,286)	1,312,029	(163,043)	161,729	112,948	275,923	1,982,434

Obtaining Different Reporting Views

After the report has been run, the User has the option to drag and drop the Institution, Year, Fund or Source to move them from the row to the column or the column to the row. Criteria can be moved around as required as long as one row or column value remains.

In the example below to move year from the column to the row click on year and drag it to the row. Once the up and down arrows appear release it and the report will refresh moving it to the row.

Institution
 Filter by Single Institution
 Total for System

Reporting Year
 Year as a Column
 Select Years

Fund
 Fund as a Column
 Select Funds

Source
 Source as a Row
 Select Sources

Run Report
 Reset To Default Settings

Excel (XLS)
 Export

Total for System

Data by Values

Year

Fund

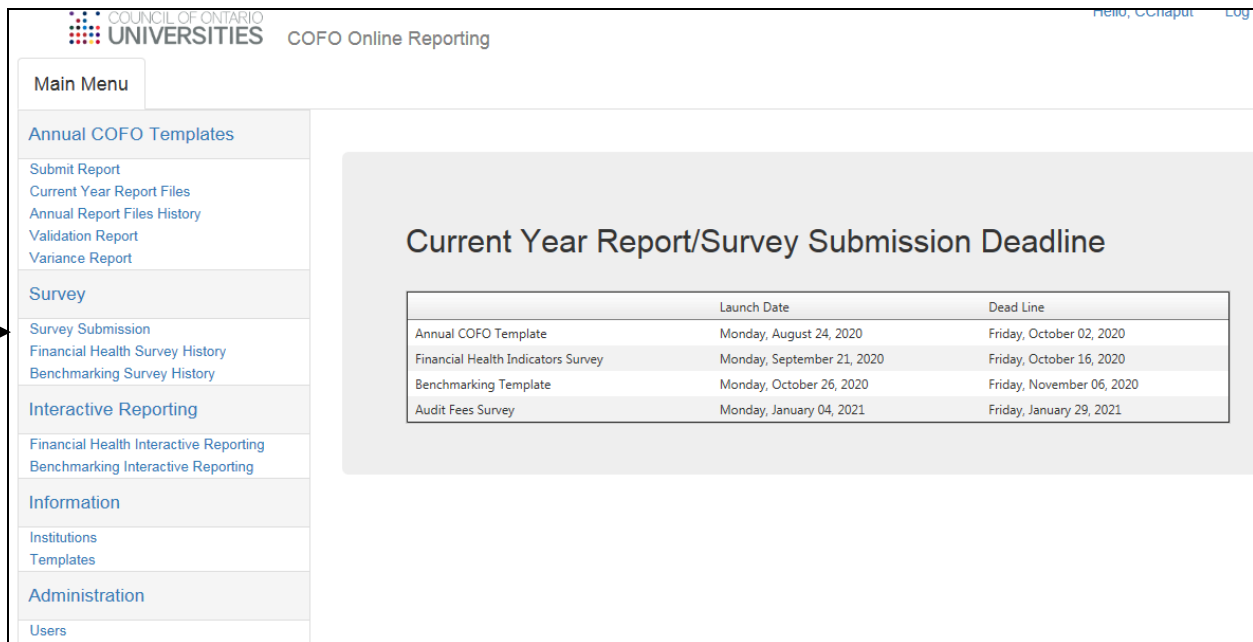
2009/2010											
Source	Year	Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds	Appropriated - Operating & Other (Non-Credit) - General Expendable Funds	Unappropriated - Ancillary - General Expendable Funds	Appropriated - Ancillary - General Expendable Funds	Sponsored Research - Restricted Expendable Funds	Trust - Restricted Expendable Funds	Capital - Restricted Expendable Funds	Total Expendable	Endowment	Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds
Total Revenue		1,630,302	0	225,218	0	1,038,314	125,477	170,399	3,189,710	(573,149)	6,604,781
Total Expense		1,708,271	0	216,263	0	1,059,863	146,611	204,320	3,335,328	0	6,676,045
Lump Sum Payments		431	0	0	0	0	0	0	431	0	17,539
Net Revenue (Expense)		(78,400)	0	8,955	0	(21,549)	(21,134)	(33,921)	(146,049)	(573,149)	(88,803)
Interfund Transfers		(9,766)	0	1,965	0	4,471	(2,044)	3,720	(1,654)	1,654	(165,290)

7. Survey Information

Overview of Survey Functionality

A number of COU Survey forms have been added to the COU-COFO Online Reporting application for entry and approval by the Universities.

To access the Survey information, log into the COU-COFO Online application and in the Survey section, select the Survey Submission menu item.



Current Year Report/Survey Submission Deadline

	Launch Date	Dead Line
Annual COFO Template	Monday, August 24, 2020	Friday, October 02, 2020
Financial Health Indicators Survey	Monday, September 21, 2020	Friday, October 16, 2020
Benchmarking Template	Monday, October 26, 2020	Friday, November 06, 2020
Audit Fees Survey	Monday, January 04, 2021	Friday, January 29, 2021

The Survey Response List page will appear. Any survey that has been initiated by the COU Administrator will appear in the list. Only surveys for your Institution and your security level will appear in the list.

The Surveys follow the same submission and approval process as the Template process. Some of the Surveys are submitted online and some are uploaded using a Template process.

Here is a current list of the surveys available in the COFO Online Reporting application.

The screenshot shows the 'Survey Submission' page. At the top left is a 'Main Menu' button. Below it is the title 'Survey Submission'. A dropdown menu shows 'Laurentian University' with a downward arrow. Below this is a table of surveys. The table has a header row with the word 'Survey'. There are four rows of survey titles, each preceded by a blue 'View' hyperlink.

Survey
View Audit Fees Charged to Universities of Ontario
View Benchmarking
View Financial Health
View Travel Reimbursements for the Universities of Ontario

To access a Survey form, click on the [View](#) hyperlink on the left hand side of the page and the applicable survey related page will appear.

To return to the Survey Submission List, click on the [Return to Survey List](#) hyperlink in the top left corner of the page.

The screenshot shows the 'Survey Submission List' page. At the top left is a 'Main Menu' button. Below it is the title 'Survey Submission List'. A blue hyperlink 'Return to Survey List' is located in the top left corner, with an arrow pointing to it from the left. In the center of the page, the text 'Audit Fees Charged to Universities of Ontario' is displayed, followed by 'Institution: Laurentian University' and 'Survey Status: Verified' on separate lines.



→ [Return to Survey List](#)

Audit Fees Charged to Universities of Ontario
Institution: Laurentian University
Survey Status: Verified

8. Audit Survey


Entering Audit Survey Information

The Audit Survey form is comprised of eight different questions. Two years of historical information are provided on the online form for reference for each question.

General information to keep in mind when filling out the form is listed at the top of the page. At various points on the page, Information buttons  are included to provide additional information about that specific row. To view the information, place your cursor over the information button  and a text box will appear with the applicable information.

Audit Fees Charged to Universities of Ontario
Institution: Guelph, University of
Survey Status: Un-Published


include amounts expensed during the year. Exclude GST/HST, but include out-of-pocket expenses. If when filling out the survey missing or incorrect for the previous year, please contact Maria Rios at COU to make the adjustments.

1.	Regular Audits 	2
2.	Provincially Required	
a)	Enrolment	

Regular Audits should include general funds, trust funds, capital or plant funds, and ancillary enterprises. Costs of special audits which were not broken out in the audit invoice (i.e. included with the cost of regular audits) should be calculated or estimated and reported separately on rows 3A or 3B.

Two sections on the Audit Survey 2c – Other Provincial and 3b – Total Other Special, contain detail rows listing information on the audits done in previous years. These sections also contain options to insert new rows using the [Add new audit row](#) hyperlink.

To remove a row added to either of these sections by mistake, click on the ✕ button that appears at the front of the new row.

c)	Other Provincial 	14,800	16,080	0
	Ontario Student Opportunity Trust Fund	7,000	3,680	<input type="text" value="0"/>
	Ontario Trust for Student Support	3,500	3,680	<input type="text" value="0"/>
	Public Service Pension Supplement	4,300	4,000	<input type="text" value="0"/>
	OMAFRA Agreement	0	4,720	<input type="text" value="0"/>
	✕ <input style="width: 400px;" type="text"/>	0	0	<input type="text" value=""/>
Add new audit row				

It is important to note that the ✕ button will only appear on rows that do not contain historical information. Rows with historical information cannot be removed or updated without contacting COU.

Question 6 has a drop down list associated with the box that contains a list of Auditors used in previous years. If the Auditor used by the University does not appear in the list, the “Other”

option is to be selected. Once selected, a second text box will appear to enter the Auditor information.

6. Auditor in current reporting year

Other ▼

The COFO Reporter at the University will open the Audit Survey form to enter the applicable information for the current year.

[Return to Survey List](#)

Audit Fees Charged to Universities of Ontario

Institution: Laurentian University
Survey Status: Un-Published

Include amounts expensed during the year. Exclude GST/HST, but include out-of-pocket expenses. If when filling out the survey for the current year, you find information is missing or incorrect for the previous year, please contact Marina Piao at COU to make the adjustments.

	Actual \$ 2008-09	Actual \$ 2009-10	Actual \$ 2010-11
1. Regular Audits i	51,000	0	0
2. Provincially Required Audits			
a) Enrolment	15,000	0	0
b) Capital	3,000	0	0
c) Other Provincial i	8,000	0	0
Ontario Research & Development Challenge Fund	7,000	0	0
Ontario Trust for Student Support	1,000	0	0
	Add new audit row		
3. Special Audits			
a) Pension Plans	4,500	0	0
b) Total Other Special i	4,200	0	0
Centre national de formation en santé	4,200	0	0
	Add new audit row		
4. Internal Audits i	0	0	0
5. Total	85,700	0	0
6. Auditor in current reporting year			
7. Did you change auditors within the last two years?	<input type="radio"/> Yes <input type="radio"/> No		
8. Do you expect to tender within the next two years?	<input type="radio"/> Yes <input type="radio"/> No		
<div style="border: 1px solid black; padding: 5px 10px; display: inline-block;">Save</div>			

As information is added, the COFO Reporter can click on the Save Button at the bottom of the page to save the changes made to the survey so far. After the initial save of the form, the Survey Status will change from Un-Published to Pending (noted at the top of the page and on the Survey Response List page) and a Ready for Approval button will appear on the bottom right hand side of the page.

Audit Fees Charged to Universities of Ontario

Institution: Algoma University

Survey Status: Pending ←

6.	Auditor in current reporting year	Deloitte
7.	Did you change auditors within the last two years?	<input type="radio"/> Yes <input checked="" type="radio"/> No
8.	Do you expect to tender within the next two years?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Save"/>		<input type="button" value="Ready for Approval"/>

←

Validation Checks Completed when the Survey page is saved

It is important to note that there are a number of validation checks being done when the Audit Survey page is saved. If certain criteria are invalid or missing, the User will receive error messages and the page cannot be saved and new rows cannot be added to the two sections until the corrections are made. The error messages will appear on the bottom of the page. An example is shown below.

The following fields are not valid or missing:

- All rows added to the current year must have amounts greater than zero

The validation checks completed on the page and the corresponding error messages returned are listed in the table below.

Validation Check	Error Message
Negative amounts cannot be entered on the permanent Survey question rows (does not pertain to 2c or 3b)	Amount has to be greater than or equal to zero
Negative amounts or zero amounts cannot be entered on new rows added in section 2c or 3b. Existing rows in these sections, but not new ones.	All rows added to the current year must have amounts greater than zero
Duplicate descriptions cannot be entered within section 2c or 3b	Description "Description entered" appears more than once (Description entered is the text entered by the User)
A new detail row has been added to section 2c or 3b and no dollar amount has been entered on the row.	Amount is mandatory for new rows
A new detail row has been added to section 2c or 3b and no description has been entered on the row.	A description is mandatory for new rows

Validation Checks Completed when the Ready for Approval button is Selected

Since it is assumed, that the University will need to enter information and save it periodically, not all of the validation checks are performed when the Save button is used.

There are three validation checks completed when the Ready for Approval button is selected. The validation checks completed on the page and the corresponding error messages returned are listed in the table below.

Validation Check	Error Message
Confirmation that an Auditor has been entered	Auditor in the current reporting year?
Confirmation that a Yes or No answer was provided to Question 7	Did you change auditors within the last two years?
Confirmation that a Yes or No answer was provided to Question 8	Do you expect to tender within the next two years?

Submitting the Audit Survey for Approval

Once the COFO Reporter has completed all of the sections of the Audit Survey form and they are satisfied that the information is complete, they can submit the survey for approval to the COFO Approver. To submit the Survey, click on the Ready for Approval button at the bottom of the page. Note all validation checks must be corrected for the survey status to change.

Once the Ready for Approval button is selected, the survey form will save, re-confirm all of the validation checks and change the status to Ready for Approval. Once the status is changed, the Save and Ready for Approval buttons will be removed from the bottom of the page and no additional changes are allowed. At this point an email is automatically sent to the COFO Approver advising them that the survey is 'Ready for Approval'.

The survey is then ready to be Approved by the COFO Approver.

Approving the Survey

It is now up to the COFO Approver to review the University's submission and submit it as Approved to COU.

To complete the approval, the COFO Approver logs into the COU-COFO Online Reporting application and selects the Surveys menu item.

COFO Online Reporting

COFO Online Reporting

[Submit Report](#) [Annual Report Files](#)

Documents

- COFO Templates
- Annual Report Files
- Report Files History

Reports

- Validation Report
- Variance Report

Lists

- Template Types
- Reporting Years
- Submission Status
- Institutions

Surveys

Submit Annual Report

Institution: Laurentian University

Year: 2010-2011

Type: COFO Template

Document: [Browse...](#)

Variance/Validation: Validation and Variance

[Upload](#)

COFO Annual Report Submission Status

Submission Status:	Un-Published
Variance Checks:	No
Total Validation Errors:	0
Total Variances:	0
Variances Requiring Explanation:	0
Financial Statements Uploaded:	0

Notes:
The document is not uploaded yet.





The following page will appear. Note only the University the COFO Approver has access to will appear on the Survey Response List page.

Carleton University			
Survey	Institution	Year	Submission Status
View Audit Fees Charged to Universities of Ontario	Carleton University	2009-2010	Ready For Approval

Click on the [View](#) hyperlink on the left hand side of the page to open the Audit Survey page. The COFO Approver cannot change any of the values enter, they can only view them.

Audit Fees Charged to Universities of Ontario
 Institution: Brock University
 Survey Status: Ready For Approval

Include amounts expensed during the year. Exclude GST/HST, but include out-of-pocket expenses. If when filling out the survey for the current year, you find information is missing or incorrect for the previous year, please contact Marina Piao at COU to make the adjustments.

	Actual \$ 2007/2008	Actual \$ 2008/2009	Actual \$ 2009/2010
1. Regular Audits 	72,030	72,562	0
2. Provincially Required Audits			
a) Enrolment	8,300	8,700	20,000
b) Capital	3,300	9,960	0
c) Other Provincial 	0	0	15,165
test	0	0	10
test2	0	0	155
3. Special Audits			
a) Pension Plans	8,200	8,440	0
b) Total Other Special 	2,450	2,675	20
Brock Foundation Audit	2,450	2,675	20
4. Internal Audits 	0	0	22,000
5. Total	94,280	102,337	57,185
6. Auditor in current reporting year			KPMG
7. Did you change auditors within the last two years?			No
8. Do you expect to tender within the next two years?			Yes

Once the COFO Approver has reviewed the survey and is in agreement with the information entered, they click on the Approved button at the bottom of the page. This will change the Survey status to Approved and remove the Pending and Approved buttons from the bottom of the page. The survey is then ready to be verified by COU.

If the COFO Approver is not satisfied with the survey information, then they click on the Pending button to change the Survey status back to Pending, so the COFO Reporter can make the necessary changes and re-submit it for Approval. When the COFO Approver changes the status back to Pending an email is automatically sent to the COFO Reporter advising them that the status has changed on the survey.

9. Travel Survey

Entering Travel Survey Information

The Travel Survey form is comprised of five sections. Each section contains questions that must be reviewed and answered if they apply to your University's policy.

The COFO Reporter at the University will open the Travel Survey form to enter the applicable information for the current year.

Section 1 is as follows:

[Return to Survey List](#)

Travel Reimbursements for the Universities of Ontario
Institution: Wilfrid Laurier University
Survey Status: Pending

Section 1: Automobile Travel
The following questions relate to your institution's reimbursement policy on the use of personal automobiles for business travel.
1. What is the amount of reimbursement paid by your institution for travel by personal automobile? (\$ format e.g. 0.465)
a. Cents per kilometer
2. What is the effective date of relevant reimbursement policy?
The following questions relate to limitations on the amount of reimbursement paid:
3. What is the eligible kilometrage?
a. Actual distance travelled ☐
b. The lesser of ☐
i. the actual distance travelled, or
ii. the difference between the actual travelled and the distance normally travelled to the workplace
4. Is there a maximum kilometrage amount paid by your institution?
a. Yes ☐ Please specify
b. No ☐
5. Does your policy state that the most economical transportation must be used and reimbursement is limited to the cost of it?
a. Yes ☐
b. No ☐

Section 2 is as follows:

It is important to note that depending on the response to question 1, questions 2 to 5 may be greyed out on the page as they do not need to be answered.

Section 2: Meals

The following questions relate to your institution's reimbursement policy on the limitations on the amount of reimbursement paid for meals during business travel.

1. Does your institution reimburse for meal expenses based on:

a. A per diem rate ☐

• Please specify which fund(s) it applies to

b. Actual expenses with a dollar maximum ☐

c. Actual expenses without a dollar maximum ☐

2. If reimbursement is based on a per diem rate, please specify the amount:

	Travel In		
	Canada	US	Other
a. Daily	<input type="text"/>	<input type="text"/>	<input type="text"/>
b. Breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Incidentals	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. If reimbursement is based on actual expenses with a dollar maximum, please specify the amount.

4. If reimbursement is based on actual expenses, is an original itemized receipt required, or credit card or debit card receipt acceptable?

a. Yes, credit card or debit card receipt is not acceptable ☐

b. No, credit card or debit card receipt is acceptable ☐

5. If reimbursement is based on actual expenses, does your institution reimburse any alcoholic beverage expenses?

a. Yes ☐

b. No ☐

Section 3 and 4 are as follows:

It is important to note that for Section 4, the selections available in part b will be greyed out if a – Not permitted is selected.

Section 3: Hotel or Motel Accommodation Expenses

The following questions relate to your institution's reimbursement policy on the limitations on the amount of reimbursement paid for hotel or motel accommodation expenses for business travel.

- Are travelers required to request the lowest available rate when booking, for example Government or CAUBO rates?
 - Yes ☐
 - No ☐
- Is the amount of reimbursement paid for hotel or motel accommodation generally limited to single occupancy for standard room rate?
 - Yes ☐
 - No ☐
- Are original itemized receipts required for reimbursement?
 - Yes ☐
 - No ☐

Section 4: Air Transportation

The following questions relate to your institution's policy on commercial air travel.

- When is business class seating permitted?
 - Not permitted ☐
 - Permitted only: ☐

i. Under special circumstances (e.g. medical reasons)	<input type="checkbox"/>
ii. For International flights	<input type="checkbox"/>
iii. For International flights over a certain number of hours (please specify the number of hours):	<input type="checkbox"/>
iv. For flights over a certain number of hours (please specify the number of hours):	<input type="checkbox"/>
v. With prior approval	<input type="checkbox"/>

Section 5 is as follows:

Section 5: Hospitality

The following questions relate to your institution's policy on hospitality.

- Please provide the link to your institution's policy on hospitality.
- Is alcohol an eligible expense as part of a hospitality event?
 - Yes ☐
 - No ☐

As the survey questions are answered, the COFO Reporter can click on the Save Button on the bottom left hand side of the page to save the changes made so far.

- Is alcohol an eligible expense as part of a hospitality event?
 - Yes ☐
 - No ☐

Save

Confirm Submission

Ready for Approval

The Save button confirms that the answers populated prior to the Save button match the various formats accepted by the question. For example, it will confirm that the dates entered match the MMDDYYYY format. It is important to note, that if the date entered does not match this format, none of the answers to the questions will be saved.

After the initial save of the form, the Survey Status will change from Un-Published to Pending (noted at the top of the page and on the Survey Response List page) and a Ready for Approval button will appear on the bottom right hand side of the page.

Travel Reimbursements for the Universities of Ontario
Institution: Queen's University
Survey Status: Pending ←

At any time during the survey entry, the COFO Reporter can click on the Confirm Submission button in the middle at the bottom of the page. This will verify that the answers entered for the University meet the validation controls that have been put into place for the different questions.

2. Is alcohol an eligible expense as part of a hospitality event?
a. Yes ☐
b. No ☐

SaveConfirm Submission ←Ready for Approval

Validation Checks Completed when the Confirm Submission button or the Ready for Approval button is selected.

It is important to note that there are a number of validation checks being done when the Confirm Submission or Ready for Approval buttons are selected. If certain criteria is invalid or missing, the COFO Reporter will see error messages and the survey cannot be marked 'Ready for Approval' until the corrections are made. The error messages will appear on the bottom of the page and the question that failed the controls will be marked in red. An example is shown below.

2. Is alcohol an eligible expense as part of a hospitality event?

a. Yes ☐

b. No ☐

The following fields are incomplete or invalid:

- Section 5, Question 2 is required

The validation checks completed on the page and the corresponding error messages returned are listed in the table below:

Section 1	Validation Check	Error Message
Question 1 a.	Must be answered	Section 1, Question 1 a) is required
Question 2	Must be answered	Section 1, Question 2 is required
	Date must be MM/DD/YYYY	Section 1, Question 2 must be a date format MM/DD/YYYY
Question 3	Must be answered	Section 1, Question 3 is required
Question 4	Must be answered	Section 1, Question 4 is required
	If 4 a. is selected a maximum kilometrage must be entered	Section 1, Question 4, please specify maximum kilometrage amount paid by your institution
Question 5	Must be answered	Section 1, Question 5 is required

Section 2	Validation Check	Error Message
Question 1	<p>A minimum of 1 selection is required.</p> <p>A maximum of only two choices is allowed</p> <p>If 1a. is selected at least one per diem amount must be entered as well as a Fund name</p> <p>If 1 b. is selected questions 3, 4 and 5 must be answered</p> <p>If 1 c. is selected questions 4 and 5 must be answered</p>	<p>Section 2, Question 1, a minimum of one choice is required.</p> <p>Section 2, Question 1, a maximum of only two choices is allowed</p> <p>Section 2, Question 1a, please specify a Fund</p> <p>Section 2, Question 2, please provide at least one diem amount</p> <p>Section 2, Question 3 is required when Section 2, Question 1 b) is selected.</p> <p>Section 2, Question 4 is required when Section 2, Question 1 b) or c) is selected</p> <p>Section 2, Question 5 is required when Section 2, Question 1 b) or c) is selected</p> <p>Section 2, Question 4 is required when Section 2, Question 1 b) or c) is selected</p> <p>Section 2, Question 5 is required when Section 2, Question 1 b) or c) is selected</p>

Section 3	Validation Check	Error Message
Question 1	Must be answered	Section 3, Question 1 is required
Question 2	Must be answered	Section 3, Question 2 is required
Question 3	Must be answered	Section 3, Question 3 is required

Section 4	Validation Check	Error Message
Question 1	Must be answered A minimum of 1 selection is required if option b is selected	Section 4, Question 1 is required Section 4, Question 1, a minimum of one choice is required

Section 5	Validation Check	Error Message
Question 1	Must be answered Must be a valid link	Section 5, Question 1 is required Section 5, Question 1, must be a valid url
Question 2	Must be answered	Section 5, Question 2 is required

Submitting the Travel Survey for Approval

Once the COFO Reporter has completed all of the sections of the Travel Survey form and they are satisfied that the information is complete, they can submit the survey for approval to the COFO Approver. To submit the Survey, click on the Ready for Approval button at the bottom of the page. Note all validation checks must be corrected for the survey status to change.

Once the Ready for Approval button is selected, the survey form will save, re-confirm all of the validation checks and change the status to Ready for Approval. Once the status is changed, the Save, Confirm Submission and Ready for Approval buttons will be removed from the bottom of the page and no additional changes are allowed. At this point an email is automatically sent to the COFO Approver advising them that the survey is 'Ready for Approval'.

The survey is then ready to be reviewed and 'Approved' by the COFO Approver.

Approving the Survey

It is now up to the COFO Approver to review the University's submission and submit it as 'Approved' to COU.

To complete the approval, the COFO Approver logs into the COU-COFO Online Reporting application and selects the Surveys menu item.

COFO Online Reporting

COFO Online Reporting

[Submit Report](#) [Annual Report Files](#)

Documents

- COFO Templates
- Annual Report Files
- Report Files History

Reports

- Validation Report
- Variance Report

Lists

- Template Types
- Reporting Years
- Submission Status
- Institutions

Surveys

Submit Annual Report

Institution: Laurentian University

Year: 2010-2011

Type: COFO Template

Document: [Browse...](#)

Variance/Validation: Validation and Variance

[Upload](#)

COFO Annual Report Submission Status

Submission Status:	Un-Published
Variance Checks:	No
Total Validation Errors:	0
Total Variances:	0
Variances Requiring Explanation:	0
Financial Statements Uploaded:	0

Notes:
The document is not uploaded yet.

The following page will appear. Note only the University the COFO Approver has access to will appear on the Survey Response List page.

Guelph, University of				
Go to Survey Report				
Survey	Institution	Year	Submission Status	Modified
View Travel Reimbursements for the Universities of Ontario	Guelph, University of	2009-10	Ready For Approval	3/24/2011 1:59:22 PM

Click on the [View](#) hyperlink on the left hand side of the page to open the Travel Survey page. The COFO Approver cannot change any of the values entered, they can only view them.

Travel Reimbursements for the Universities of Ontario
Institution: Toronto, University of
Survey Status: Ready For Approval

Section 1: Automobile Travel

The following questions relate to your institution's reimbursement policy on the use of personal automobiles for business travel.

1. What is the amount of reimbursement paid by your institution for travel by personal automobile? (\$ format e.g. 0.465)
a. Cents per kilometer

2. What is the effective date of relevant reimbursement policy?

The following questions relate to limitations on the amount of reimbursement paid:

3. What is the eligible kilometrage?
a. Actual distance travelled ☐
b. The lesser of ☒
i. the actual distance travelled, or
ii. the difference between the actual travelled and the distance normally travelled to the workplace

4. Is there a maximum kilometrage amount paid by your institution?
a. Yes ☒ Please specify
b. No ☐

5. Does your policy state that the most economical transportation must be used and reimbursement is limited to the cost of it?
a. Yes ☐
b. No ☒

Section removed ↓ *Section removed*

Section 5: Hospitality

The following questions relate to your institution's policy on hospitality.

1. Please provide the link to your institution's policy on hospitality.

2. Is alcohol an eligible expense as part of a hospitality event?
a. Yes ☐
b. No ☒

Approved

Pending

Once the COFO Approver has reviewed the survey and is in agreement with the information entered, they click on the Approved button at the bottom of the page. This will change the Survey status to Approved and remove the Pending and Approved buttons from the bottom of the page. The survey is then ready to be verified by COU.

If the COFO Approver is not satisfied with the survey information, then they click on the Pending button to change the Survey status back to Pending, so the COFO Reporter can make the necessary changes and re-submit it for Approval. When the COFO Approver changes the status

back to Pending an email is automatically sent to the COFO Reporter advising them that the status has changed on the survey.

Once all of the Travel Survey submissions are complete, COU will verify them and generate the Travel Survey reporting for the current reporting year and distribute it manually to the Universities.

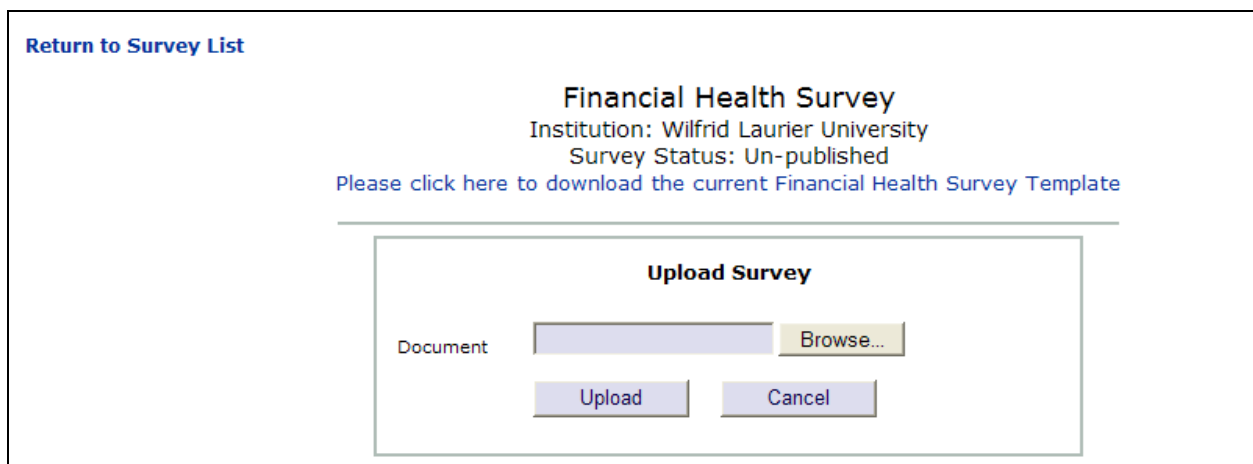
10. Financial Health Survey

The Financial Health Survey is an Excel Template form submission that is filled in by each University and uploaded into the application once it is filled out.

Uploading the Financial Health Survey Information

The COFO Reporter at the Institution can obtain a copy of the current year's survey form from the Survey menu in the application.

Select the Financial Health Survey from the Survey list, the following page will appear:



The screenshot shows a web interface for the Financial Health Survey. At the top left is a link "Return to Survey List". The main heading is "Financial Health Survey". Below it, the institution is listed as "Wilfrid Laurier University" and the survey status is "Un-published". A blue link "Please click here to download the current Financial Health Survey Template" is provided. Below this is a box titled "Upload Survey". Inside this box, there is a "Document" label, a text input field, and a "Browse..." button. Below the input field are two buttons: "Upload" and "Cancel".

Click on the [Please click here to download the current Financial Health Survey Template](#) to download the current excel template form.

Once all of the tabs in the Financial Health Survey template are populated, return to the Survey menu and select the Financial Health Survey from the list.

Click on the [Browse...](#) button to locate the file on the desktop. Once the file is selected, click on the [Upload](#) button.

Validation Checking

The Upload process does a number of validation checks, which are as follows:

1. Confirms the Version number in the Template file matches the one defined in the application. This ensures that the correct template is being loaded.

The template version you are uploading is not correct and must be corrected in order to proceed.

To correct the error, download the correct version of the survey template and reenter/copy the information over.

2. Formats associated with the various spreadsheet cells are checked and if they don't match the standard an error message is returned.

The error message will tell you what the error is (e.g. Numeric value cannot contain decimals) , what tab, row and column it appears on (e.g. Debt Financing – Row 6 – Column D) and what the entry is that is causing the problem, which will appear in brackets (e.g. (1000.22)).

Examples of the errors are as follows:

There are errors with the submission:

- [illegible]

Any errors found in the upload file will appear on the Survey tab, as follows:

[Return to Survey List](#)

Financial Health Survey
Institution: Northern Ontario School of Medicine
Survey Status: Un-published
[Please click here to download the current Financial Health Survey Template](#)

Upload Survey

Document

There are errors with the submission:

- Numeric value (1000.22) in Debt Financing - Row 6 - Column D cannot contain decimals
- Numeric value (1000.22) in Debt Financing - Row 6 - Column E cannot contain decimals
- Numeric value (1000.22) in Debt Financing - Row 6 - Column F cannot contain decimals
- Numeric value (3000.66) in Debt Financing - Row 6 - Column H cannot contain decimals

These errors have to be corrected in the template file and the revised file re-uploaded into the application. The template can be re-uploaded as many times as necessary to correct the errors. Note each upload overwrites the previous upload.

Once all of the validations are complete and the file successfully uploads, the calculated Financial Health metrics will be displayed on the page for review. The previous four years of history will appear with the current year calculation based on the information uploaded.

Financial Health Survey
Institution:
Survey Status: Pending
[Please click here to download last uploaded survey](#)

Upload Survey

Document

The survey responses have been updated

Metric	14	15	16	17	18
Net Income\Loss Ratio	5.60	3.20	3.60	5.40	2.72
Primary Reserve Ratio (days)	146	139	141	143	38
Viability Ratio	783.30	873.80	1281.10	3518.70	22.90
Interest Burden Ratio	0.20	0.20	0.10	0.10	2.47
Net Operating Revenues	5.40	8.30	5.10	7.10	5.08

If the metrics are not what is expected, you will need to check the Financial Health template to check the underlying numbers. The metric grid is only visible following a Financial Health Survey upload. The Metric values are also available in the interactive reporting for previous years and for the current year once the survey process is complete.

Submitting the Financial Health Survey for Approval

Once all of the errors are corrected in the upload file, the **Ready for Approval** Button will appear on the Financial Health Survey page:

[Return to Survey List](#)

Financial Health Survey
Institution: McMaster University
Survey Status: Pending
[Please click here to download last uploaded survey](#)

Upload Survey

Document [Browse...](#)

[Upload](#) [Cancel](#)

[Ready for Approval](#)

If the COFO Reporter is satisfied with the survey information, they will click on the **Ready for Approval** button to change the Survey status to 'Ready for Approval'. The status will change, an email will be sent to the COFO Approver and the Financial Health Survey page will not allow any more file uploads.

[Return to Survey List](#)

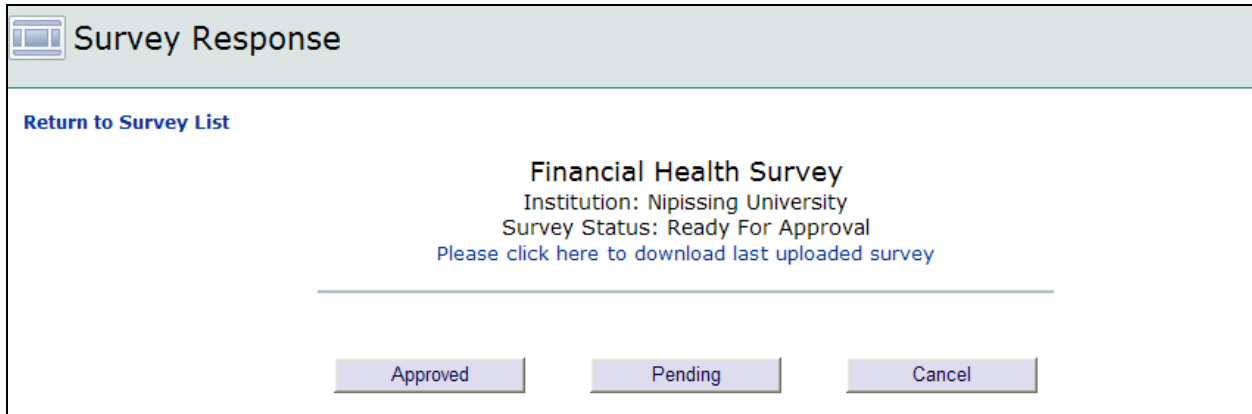
Financial Health Survey
Institution: Nipissing University
Survey Status: Ready For Approval
[Please click here to download last uploaded survey](#)

[Cancel](#)

Approving the Survey

It is now up to the COFO Approver to review the University's submission and submit it as 'Approved' to COU.

To complete the approval, the COFO Approver logs into the COU-COFO Online Reporting application and selects the Surveys menu item. From the Survey menu, click on the [View](#) hyperlink on the left hand side of the page to select the Financial Health Survey. The following page will appear:



The screenshot shows a web interface titled "Survey Response". On the left, there is a link "Return to Survey List". The main content area displays "Financial Health Survey" with details: "Institution: Nipissing University" and "Survey Status: Ready For Approval". Below this, a link "Please click here to download last uploaded survey" is provided. At the bottom, there are three buttons: "Approved", "Pending", and "Cancel".

The COFO Approver can click on the [Please click here to download last uploaded survey](#) to review a copy of the submission or obtain a copy from the Reporter.

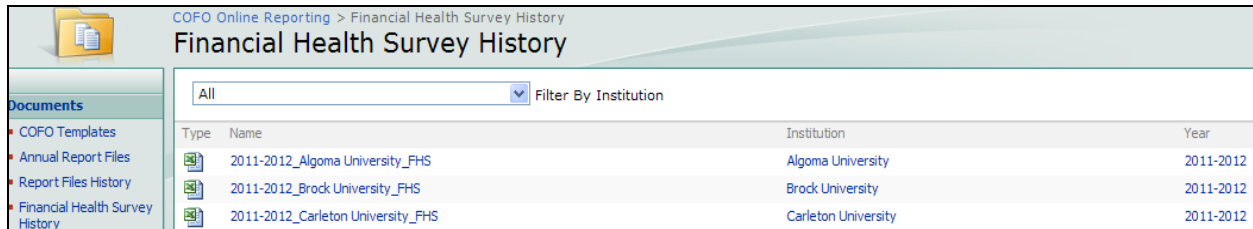
Once the COFO Approver has reviewed the survey and is in agreement with the information entered, they click on the Approved button at the bottom of the page. This will change the Survey status to Approved and remove the Pending and Approved buttons from the bottom of the page. The survey is then ready to be verified by COU.

If the COFO Approver is not satisfied with the survey information, then they click on the Pending button to change the Survey status back to Pending, so the COFO Reporter can make the necessary changes and re-submit it for Approval. When the COFO Approver changes the status back to Pending an email is automatically sent to the COFO Reporter advising them that the status has changed on the survey.

Once all of the Financial Health Survey submissions are complete, COU will verify them.

Reviewing Previous Financial Health Submissions

As the Financial Health Survey templates are uploaded, they will be stored in the Financial Health Survey History page, which can be accessed from the Document menu section.



COFO Online Reporting > Financial Health Survey History			
Financial Health Survey History			
All		Filter By Institution	
Type	Name	Institution	Year
	2011-2012_Algonia University_FHS	Algoma University	2011-2012
	2011-2012_Brock University_FHS	Brock University	2011-2012
	2011-2012_Carleton University_FHS	Carleton University	2011-2012

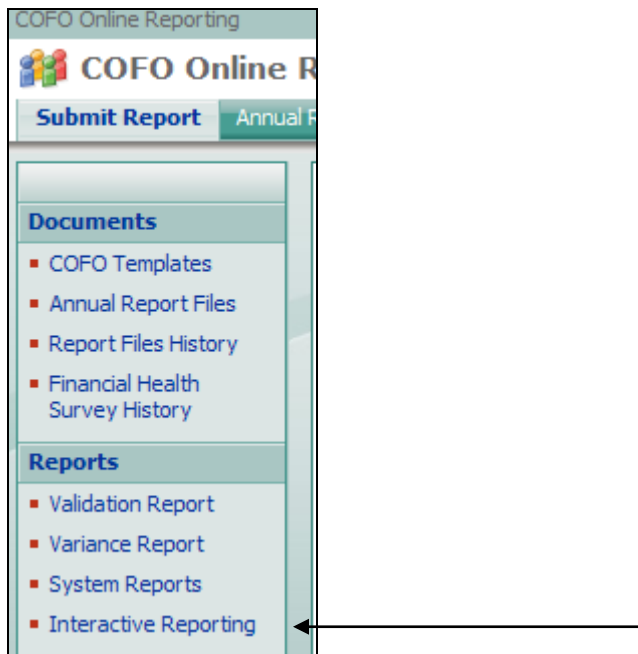
This page will contain all of the submissions from 2011-12 forward. Only the COU Administrator will see all institutions. Universities will only see their own.

The submission can be opened by clicking on the File name and following the prompt boxes. The Open option will request a second sign-in which is not required to open the document so you can click on the X to close the box.

11. Financial Health Interactive Reporting

To interact with the Financial Health Survey information, a new interactive reporting feature was added to the Online Application for analysis purposes. This new feature is only available to Universities that have uploaded the Financial Health Survey template. The new feature is very similar to the Customized Reporting that is available on the Public website. Note each University will be able to view the information for all of the Universities submitted.

To access the new feature, click on the Interactive Reporting menu in the Reports section.



The following page will appear:

The top of the page has five **selection** sections available to query the Financial Health survey information.

The **first section** is called Tab. This pertains to the tabs in the Financial Health Survey template plus a Metrics tab to view the FHS metric calculations. The options available are as follows:

- ☒ Net Assets
- ☐ Debt Financing
- ☐ Debt Servicing
- ☐ EFB-Actuarial
- ☐ EFB-FS
- ☐ Capital
- ☐ Endowment
- ☐ Other Data
- ☐ Metrics

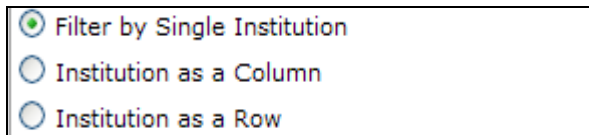
The **second section** pertains to the University information available. There are two boxes provided to display and select this information.

Institution
Filter by Single Institution ▼

--Select a University-- ▼

The first box defines where you would like the data displayed in the report grid and how much you want to see, while the second box allows you to select the Universities you want to review.

The first box provides three options (with the first option being the default):



If you pick either one of the last two options, you can select multiple Universities.

The second box provides the list of Universities that are available for selection. Remember only the Universities that filled in the survey will appear in the list.

The **third set of options** available for selection pertains to Reporting Years. While the 2011/12 reporting year was the first year the templates were loaded into the Online Application, four years of history information was converted from previous surveys completed by the group.

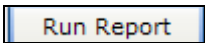
Again there are two boxes available to select the information and they work similar to the University section.

The **fourth set of options** available for selection pertains to the Funds or columns in the Financial Health Survey template and to the Metric calculations.

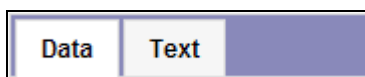
The information displayed in this section will vary depending on which Tab was selected in the first box. It is important to note, that some of the Financial Health Survey tabs ask questions that are general in nature and do not have an official heading. This information is available in the Funds section under the heading 'Information'.

The **fifth set of options** available for selection pertains to the Rows in the Financial Health Survey template and the Metric Calculations that are associated with the FHS.

The information displayed in this section will vary depending on which Tab was selected in the first box.

Once all of the selection sections have been completed, click on the  button to review the Financial Health information in the reporting grid.

Since the Financial Health Survey information contains both numeric, date and text information it cannot all be displayed on the same tab in the report grid. When date/text information is selected in the Fund and Row Label sections, two tabs will appear in the reporting grid

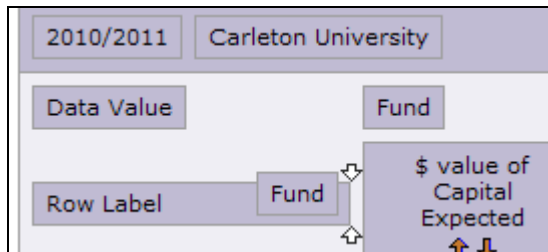


. The Data tab will display all of the numeric data values, while the Text tab will display the date and text information. If no date or text information is selected or does not appear on the tab selected, then only the Data tab will appear in the reporting grid.

On the Data tab you can move the selection criteria around between the rows, columns and header of the grid, by clicking and dragging the section name to over the other section name.



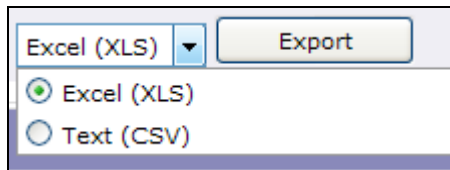
When the up and down arrows appear, let go of the mouse.



The page display will change for you.

It is important to note that this drag and drop functionality only applies to the Data tab - not to the Text tab.

Once you get the information that you desire, you have the option to download the information to an Excel or Text file.



If you select Excel and you have both a Data and a Text tab in the reporting grid, there will be two tabs in the excel file.

1	Capital				
2	Carleton University				
3	2010/2011				
4	Data				
5					
6		\$ value of Capital Expected	Government	Fundraising	Operating
7	Dollar value of outstanding capital construction				
8	Estimated dollar value of deferred maintenance				
9	2011-12	52,430	2,324		
10	2012-13	30,600	15,324	2,000	
11	2013-14	14,000	2,025		
12	2014-15	4,500	825		
13	2015-16	4,600	825		
14	Total	106,130	21,323	2,000	
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

The Text option for export will only download the Data information.

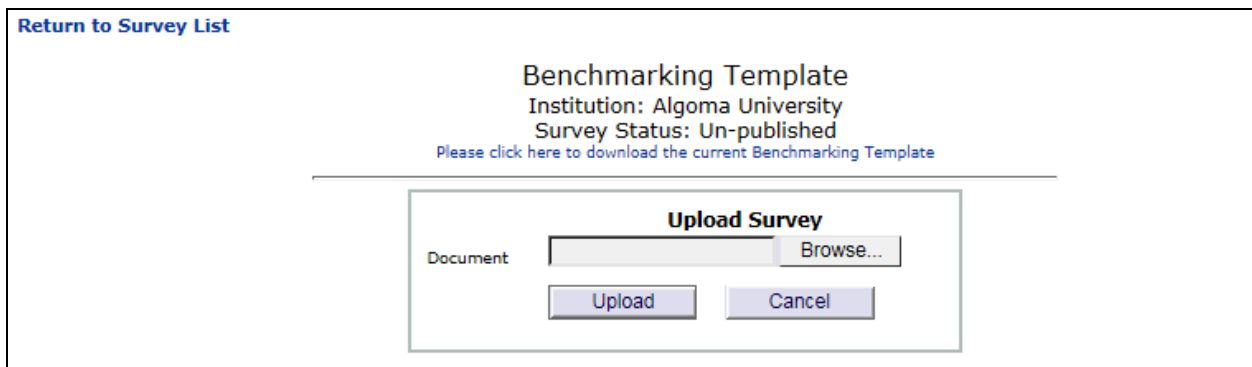
12. Benchmarking Template Survey

The Benchmarking data is an Excel Template form submission that is filled in by each University and uploaded into the application once it is filled out.

Uploading the Benchmarking Template

The Benchmarking Coordinator at the Institution can obtain a copy of the current year's survey form from the Survey menu in the application.

Login as a user with the Benchmarking Coordinator role. Select the Survey menu and click on the **View** hyperlink for the survey on the left hand side of the page. The following page will appear:



The screenshot shows a web interface for uploading a benchmarking template. At the top left is a link "Return to Survey List". The main heading is "Benchmarking Template". Below it, the text reads "Institution: Algoma University" and "Survey Status: Un-published". A blue hyperlink "Please click here to download the current Benchmarking Template" is displayed. Below this is a form titled "Upload Survey". The form contains a "Document" label, a text input field, a "Browse..." button, an "Upload" button, and a "Cancel" button.

Click on the [Please click here to download the current Benchmarking Template](#) to download the current excel template form.

Once all of the tabs in the Benchmarking template are populated, return to the Benchmarking Survey page.

Click on the [Browse...](#) button to locate the file. Once the file is selected, click on the [Upload](#) button.

Validation Checking

The Upload process does a number of validation checks, which are as follows:

1. Confirms the Version number in the Template file matches the one defined in the application. This ensures that the correct template is being loaded.

The template version you are uploading is not correct and must be corrected in order to proceed.

To correct the error, download the correct version of the survey template and reenter/copy the information over.

2. Formats associated with the various spreadsheet cells are checked and if they don't match the standard an error message is returned.

The error message will tell you what the error is (e.g. Numeric value cannot contain decimals), what tab, row and column it appears on (e.g. WSIB data – Row 9 – Column C) and what the entry is that is causing the problem, which will appear in brackets (e.g. (2 compared to 0.32345)).

Examples of some of the errors are as follows:

There are errors with the submission:

- **Numeric value (0.32345) in WSIB data - Row 6 - Column C has more decimal places than is allowed (2)**
- **The length of the Non-Numeric value (Yes-100%) in WSIB data - Row 10 - Column C exceeds the maximum allowed characters (7)**
- **Numeric value (1367.33) in Waste - Row 8 - Column C cannot contain decimals**
- **Numeric value (4505.33) in Waste - Row 10 - Column C cannot contain decimals**
- **Numeric value (65.87) in Waste - Row 26 - Column C has more decimal places than is allowed (1)**

- **Non-Numeric value () in WSIB data - Row 9 - Column C does not match one of the excepted valid values**
- **Non-Numeric value () in WSIB data - Row 10 - Column C does not match one of the excepted valid values**

Any errors found in the upload file will appear on the Benchmarking Template Survey tab, as follows:

[Return to Survey List](#)

Benchmarking Template
Institution: Algoma University
Survey Status: Un-published
[Please click here to download the current Benchmarking Template](#)

Upload Survey

Document

There are errors with the submission:

- Numeric value (0.32345) in WSIB data - Row 6 - Column C has more decimal places than is allowed (2)
- The length of the Non-Numeric value (Yes-100%) in WSIB data - Row 10 - Column C exceeds the maximum allowed characters (7)
- Numeric value (1367.33) in Waste - Row 8 - Column C cannot contain decimals
- Numeric value (4505.33) in Waste - Row 10 - Column C cannot contain decimals
- Numeric value (65.87) in Waste - Row 26 - Column C has more decimal places than is allowed (1)

These errors have to be corrected in the template file and the revised file re-uploaded into the application. The template can be re-uploaded as many times as necessary to correct the errors. Note each upload overwrites the previous upload.

Reviewing the Benchmarking Metrics

Once all of the errors are corrected in the upload file and the Template can successfully upload to the application, a grid will display the defined metrics calculated for the past four years as well as the current year on the Survey page.

It is important to note that the grid will only appear following a template upload as it is generated by the upload process. So you have to review it on the page or take a screen shot of it to confirm the numbers for the current year.

A sample of the grid is as follows:

Tab	Name	2014	2015	2016	2017	2018
HR Benefits	Non-Statutory Benefits-Employer Paid (COFO Template)	17155.00	18609.00	20025.00	20355.00	23978.00
HR Benefits	Non-Statutory Benefits-Employee Paid	167	177	236	254	1430
HR Benefits	Ratio of Employee to Employer Paid Non-Statutory Benefit	102.72	105.14	84.85	80.14	16.77
HR WSIB	Lost Time Injury (LTI) Frequency	0.1700	0.2100	0.2100	0.3300	0.3200
HR WSIB	No Lost Time Injury (NLT) Frequency	0.2300	0.2100	0.2100	0.0000	0.1900
HR WSIB	Severity	6.7300	6.7200	6.7200	2.8900	6.4100
Facilities Ratios	% of Operating Expenses Spend on Renewal	0.0	0.0	0.0	0.0	0.0
Facilities Ratios	Best Practice (1.5% of CRV)	10316249.00	16282702.00	16282702.00	16282702.00	16282702.00
Facilities Ratios	Facility Condition Index (FCI)	12.86	8.15	8.15	8.15	8.15
Facilities Ratios	Needs Index (NI)	13.99	6.71	6.71	6.71	6.71
Facilities Ratios	Ratio of FRP Allocation to University Spend on FRP-Eligible Project	0.0	0.0	172.7	356.3	786.0
Facilities Ratios	Ratio of FRP funding to Best Practice (1.5% of CRV)	0.0	0.0	0.1	0.2	0.1
Facilities Ratios	Ratio of FRP funding to deferred Maintenance backlog	0.0	0.0	0.0	0.0	0.0
Utilities Ratios	Cost Reduction % Over Time	-27.2	38.8	11.9	21.3	-14.5
Utilities Ratios	Energy Cost Intensity per GSM of Space	0.062	0.061	0.068	0.077	0.066
Utilities Ratios	Energy Cost Intensity per Student FTE	0.332	0.308	0.326	0.355	0.299
Utilities Ratios	Landfill Reduction % by Weight Over Time	12.9	27.2	39.3	-29.1	-32.0
Utilities Ratios	Total Consumption (Ancillary and Non-Ancillary) ♦ Water	286189.0000	0.0000	0.0000	0.0000	302715.0000
Utilities Ratios	Total Cost (Ancillary and Non-Ancillary)	718.0000	816.0000	954.0000	1070.0000	1076.0000
Utilities Ratios	Waste Diversion	56.7000	35.1000	29.8000	42.7000	40.4000
Utilities Ratios	Waste Reduction % by Weight Over Time	8.3	-15.0	28.9	-13.2	-34.6
Utilities Ratios	Water Cost: (\$) per GSM	0.0041	0.0047	0.0055	0.0061	0.0062
Utilities Ratios	Water Cost: (\$) per Student FTE	0.02	0.02	0.03	0.03	0.03
Utilities Ratios	Water Use: (m3) per GSM	1.640	0.000	0.000	0.000	1.735
Utilities Ratios	Water Use: (m3) per Student FTE	8.774	0.000	0.000	0.000	7.830
HR Pensions	Cost Sharing Ratio Employer:Employee DB Pension Plan 1	50:05	50:05	50:05	50:05	50:05
HR Pensions	Cost Sharing Ratio Employer:Employee DB Pension Plan 2	00:00	00:00	00:00	00:00	N/A
HR Pensions	Cost Sharing Ratio Employer:Employee DB Pension Plan 3	00:00	00:00	00:00	00:00	N/A
HR Pensions	Cost Sharing Ratio Employer:Employee DC Plan 1	00:00	00:00	00:00	00:00	N/A
HR Pensions	Cost Sharing Ratio Employer:Employee DC Plan 2	00:00	00:00	00:00	00:00	N/A
HR Pensions	Employee Paid Pension-Cost as a % of Salary DB Pension Plan 1	8.4300	8.4200	8.4300	8.4400	8.4600
HR Pensions	Employee Paid Pension-Cost as a % of Salary DB Pension Plan 2	N/A	N/A	N/A	N/A	N/A
HR Pensions	Employee Paid Pension-Cost as a % of Salary DB Pension Plan 3	N/A	N/A	N/A	N/A	N/A
HR Pensions	Employee Paid Pension-Cost as a % of Salary DC Plan 1	0.0000	0.0000	0.0000	0.0000	0.0000
HR Pensions	Employee Paid Pension-Cost as a % of Salary DC Plan 2	0.0000	0.0000	0.0000	0.0000	0.0000
HR Pensions	Employer Paid Pension-Cost as a % of Salary DB Pension Plan 1	8.4300	8.4200	8.4300	8.4400	8.4600
HR Pensions	Employer Paid Pension-Cost as a % of Salary DB Pension Plan 2	N/A	N/A	N/A	N/A	N/A
HR Pensions	Employer Paid Pension-Cost as a % of Salary DB Pension Plan 3	N/A	N/A	N/A	N/A	N/A
HR Pensions	Employer Paid Pension-Cost as a % of Salary DC Plan 1	0.0000	0.0000	0.0000	0.0000	0.0000
HR Pensions	Employer Paid Pension-Cost as a % of Salary DC Plan 2	0.0000	0.0000	0.0000	0.0000	0.0000
HR Pensions	Going Concern Payments as a % of Salary DB Pension Plan 1	0.00	0.00	0.00	0.00	0.00
HR Pensions	Going Concern Payments as a % of Salary DB Pension Plan 2	0.00	0.00	0.00	0.00	0.00
HR Pensions	Going Concern Payments as a % of Salary DB Pension Plan 3	0.00	0.00	0.00	0.00	0.00
HR Pensions	Going Concern Payments as a % of Total Operating Expense DB Pension Plan 1	N/A	N/A	N/A	N/A	N/A
HR Pensions	Going Concern Payments as a % of Total Operating Expense DB Pension Plan 2	N/A	N/A	N/A	N/A	N/A
HR Pensions	Going Concern Payments as a % of Total Operating Expense DB Pension Plan 3	N/A	N/A	N/A	N/A	N/A
HR Pensions	Solvency Deficit as a % of Pension Assets DB Pension Plan 1	N/A	N/A	1.67	2.92	N/A
HR Pensions	Solvency Deficit as a % of Pension Assets DB Pension Plan 2	N/A	N/A	N/A	N/A	N/A
HR Pensions	Solvency Deficit as a % of Pension Assets DB Pension Plan 3	N/A	N/A	N/A	N/A	N/A
Collab Procur	Collaborative Procurement Expenses	6727.0000	6320.0000	10967.0000	11424.0000	N/A
Collab Procur	Collaborative Spend as % of total Expenses	6	5	8	8	9
Collab Procur	Collaborative Spend Year Over Year Change (Year-Yr)	-0.28	-0.85	2.92	-0.55	1.01
Collab Procur	Total Expense Eligible for Collaborative Purchasing	107590	117098	131775	147031	150409

An N/A in the current year column means that the system cannot calculate the metric for that row due to missing information needed to complete the calculation.

It is important to remember that the information to generate the metrics can come from the benchmarking template upload, the Financial Health Template upload, the COFO Annual Template upload or the variable identifiers that COU gathers. Or perhaps it is a variable not used for the University (e.g. DC Plan 1 or 2).

Submitting the Benchmarking Template for Approval

Once the template errors are cleared and the template successfully uploaded, the **Ready for Approval** Button will appear on the Benchmarking page:

The screenshot shows a web interface for a Benchmarking Template. At the top left is a link "Return to Survey List". The main heading is "Benchmarking Template", followed by "Institution: Algoma University" and "Survey Status: Pending". Below this is a link "Please click here to download last uploaded survey". A central box titled "Upload Survey" contains a "Document" label, a text input field, a "Browse..." button, and "Upload" and "Cancel" buttons. Below the box is a green message: "The survey responses and status have been updated". At the bottom, a red arrow points to a "Ready for Approval" button.

The Benchmarking Coordinator will click on the **Ready for Approval** button to change the status to 'Ready for Approval'.

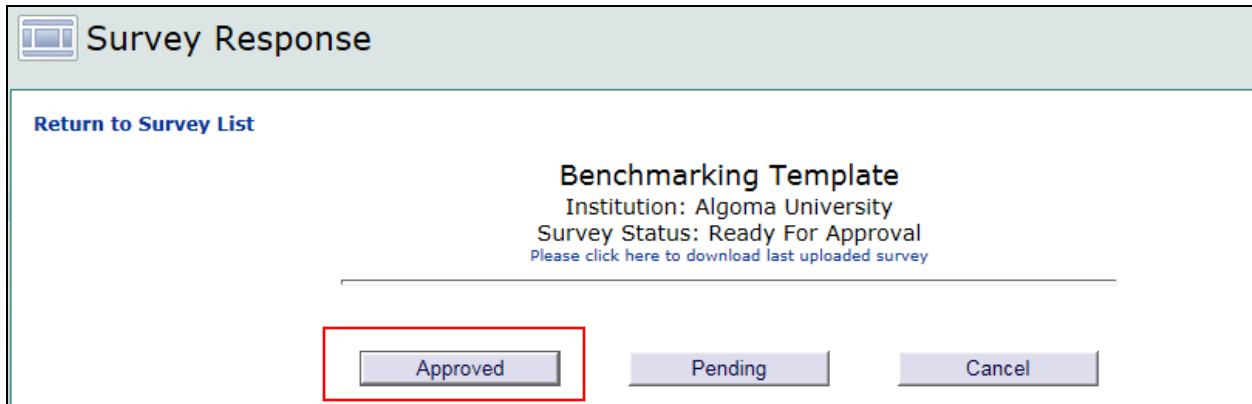
An email will be sent to the Benchmarking Approver and the Benchmarking page will change the status of the Template to "Ready For Approval". At this point no further uploads are allowed by the application.

The screenshot shows the same web interface as before, but the "Survey Status" is now "Ready For Approval". A red arrow points to this status text. The "Upload Survey" box is no longer present. Below the status is a green message: "The survey status has been updated". At the bottom is a "Cancel" button.

Approving the Benchmarking Template

It is now up to the Benchmarking Approver to review the University's submission and submit it as 'Approved' to COU.

To complete the approval, the Benchmarking Approver logs into the COU-COFO Online Reporting application and clicks on the **View** hyperlink on the left hand side of the page as the Survey is displayed as the landing page. The following page will appear:



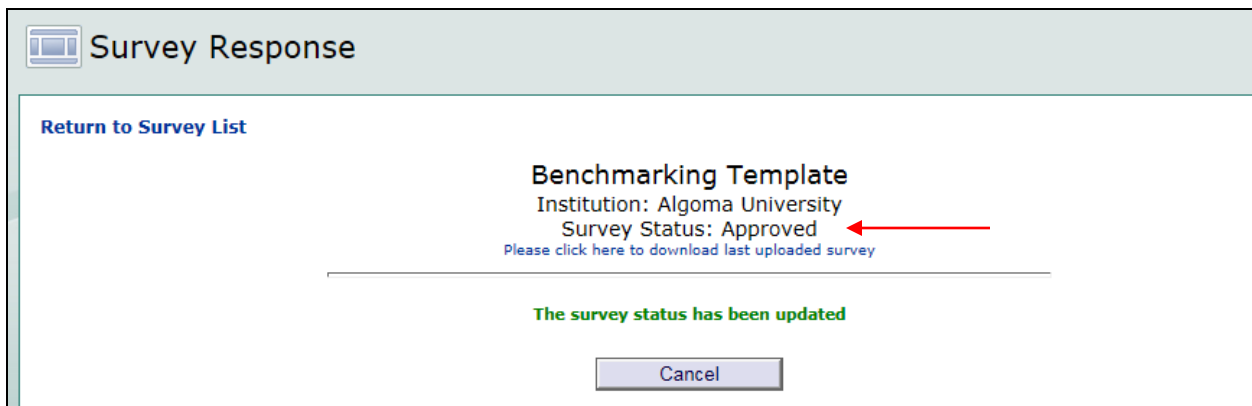
Survey Response

[Return to Survey List](#)

Benchmarking Template
Institution: Algoma University
Survey Status: Ready For Approval
[Please click here to download last uploaded survey](#)

The Benchmarking Approver can click on the [Please click here to download last uploaded survey](#) to review a copy of the submission.

Once the Benchmarking Approver has reviewed the Template and is in agreement with the information entered, they click on the Approved button at the bottom of the page. This will change the template status to Approved and remove the Pending and Approved buttons from the bottom of the page. The survey is then ready to be verified by COU.



Survey Response

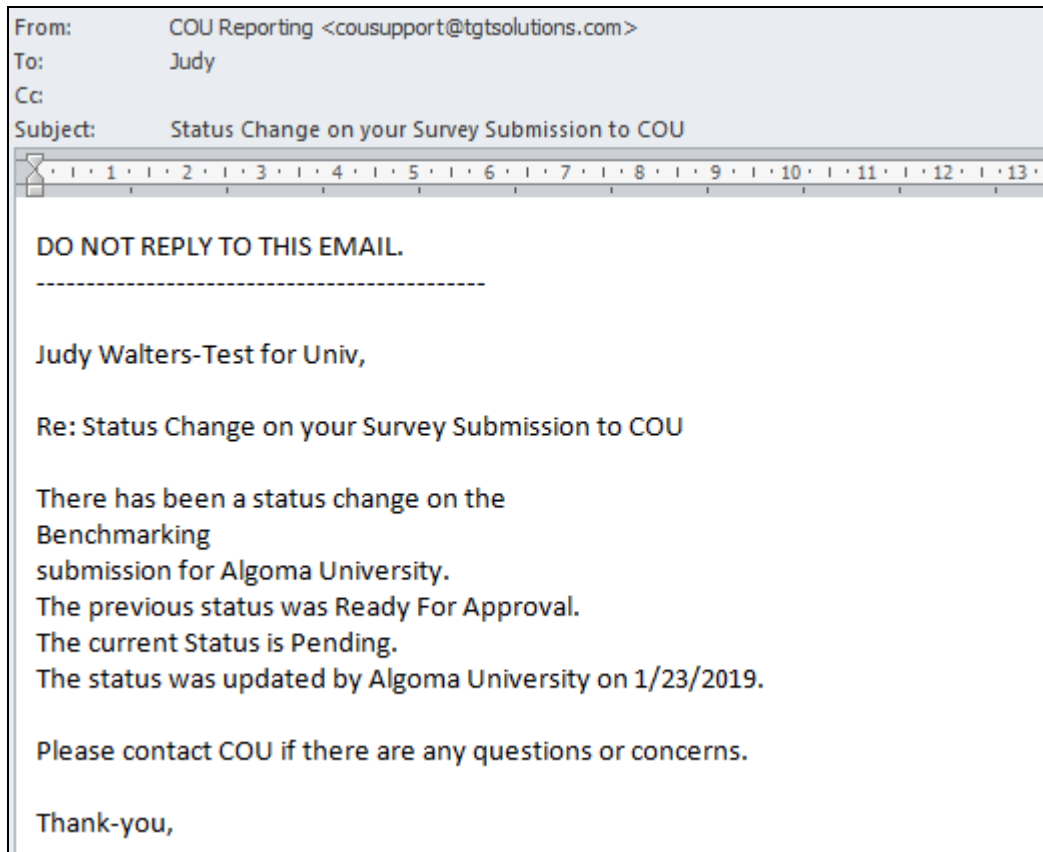
[Return to Survey List](#)

Benchmarking Template
Institution: Algoma University
Survey Status: Approved
[Please click here to download last uploaded survey](#)

The survey status has been updated

If the Benchmarking Approver is not satisfied with the survey information, then they click on the Pending button to change the template status back to Pending, so the Benchmarking Coordinator can make the necessary changes and re-submit it for Approval.

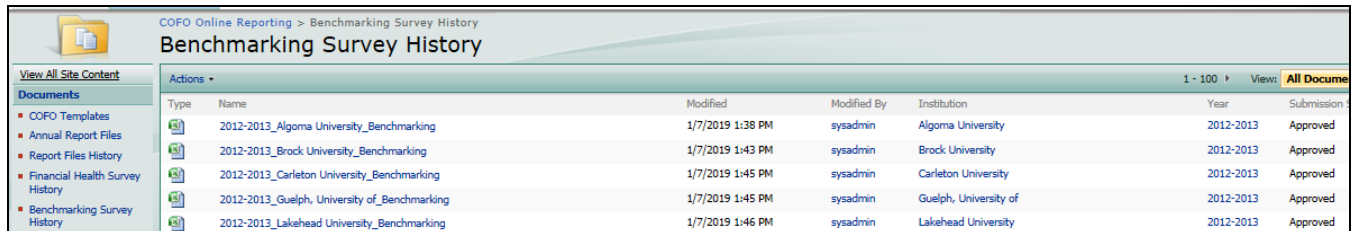
When the Benchmarking Approver changes the status back to Pending an email is automatically sent to the Benchmarking Coordinator advising them that the status has changed on the Template.



Once all of the Benchmarking Template submissions are complete, COU will verify them.

Reviewing Previous Benchmarking Template Submissions

As the Benchmarking Survey templates are uploaded, they will be stored in the Benchmarking Survey History page, which can be accessed from the Document menu section.



COFO Online Reporting > Benchmarking Survey History							
Benchmarking Survey History							
Actions							
Type	Name	Modified	Modified By	Institution	Year	Submission	
	2012-2013_Algoma University_Benchmarking	1/7/2019 1:38 PM	sysadmin	Algoma University	2012-2013	Approved	
	2012-2013_Brock University_Benchmarking	1/7/2019 1:43 PM	sysadmin	Brock University	2012-2013	Approved	
	2012-2013_Carleton University_Benchmarking	1/7/2019 1:45 PM	sysadmin	Carleton University	2012-2013	Approved	
	2012-2013_Guelph, University of_Benchmarking	1/7/2019 1:45 PM	sysadmin	Guelph, University of	2012-2013	Approved	
	2012-2013_Lakehead University_Benchmarking	1/7/2019 1:46 PM	sysadmin	Lakehead University	2012-2013	Approved	

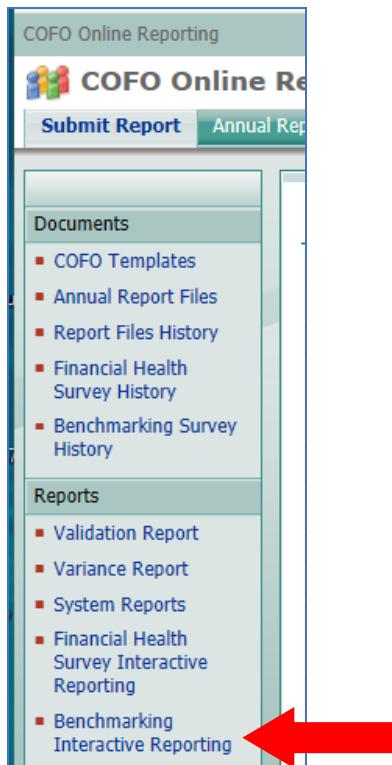
This page will contain all of the submissions from 2012-13 forward. Only the COU Administrator will see all institutions. Universities will only see their own.

The submission can be opened by clicking on the File name and following the prompt boxes. The Open option may request a second sign-in which is not required to open the document so you can click on the X to close the box.

13. Benchmarking Interactive Reporting

To interact with the Benchmarking Survey information, a new interactive reporting feature was added to the Online Application for analysis purposes. This new feature is only available to Universities that have uploaded the Benchmarking Survey template. The new feature is very similar to the Customized Reporting that is available on the Public website. Note each University will be able to view the information for all of the Universities submitted.

To access the new feature, click on the Benchmarking Interactive Reporting menu in the Reports section.



The following page will appear:

Benchmarking Interactive Reporting

Tab

HR - Benefits - Ratio of Employer- to Employee-Paid Non-Statutory Expenses

Institution

Filter by Single Institution

--Select a University--

Reporting Year

Filter by single Year

2017/2018

Column

Column as a Column

Select Columns

Row Label

Row Label as a Row

Select Row Labels

Static Identifiers

None

None

Run Report

Reset To Default Settings

Excel (XLSX)

Export

Data

The current filter selection does not return any data.

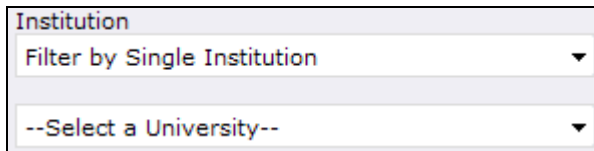
[Please CLICK HERE to reload this page.](#)

The top of the page has six **selection** sections available to query the Benchmarking survey information.

The **first selection** is called Tab. This pertains to tabs in the Benchmarking template plus other metrics to view the Benchmarking calculations. The options available are as follows:

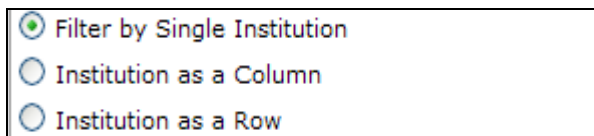
☒ HR - Benefits - Ratio of Employer- to Employee-Paid Non-Statutory Expenses
 ☐ HR - WSIB Indicators
 ☐ Facilities Data
 ☐ Facilities Ratios
 ☐ Utilities Data - Energy and Water
 ☐ Utility Data - Waste
 ☐ Utilities Ratios
 ☐ HR - Pensions
 ☐ Collaborative Procurement Spend
 ☐ Financial Health Indicators

The **second section** pertains to the University information available. There are two boxes provided to display and select this information.



The first box defines where you would like the data displayed in the report grid and how much you want to see, while the second box allows you to select the Universities you want to review.

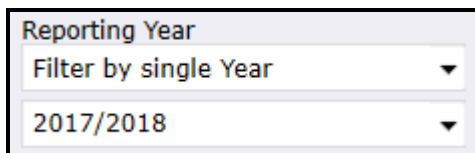
The first box provides three options (with the first option being the default):



If you pick either one of the last two options, you can select multiple Universities.

The second box provides the list of Universities that are available for selection. Remember only the Universities that filled in the survey will appear in the list.

The **third section** available for selection pertains to Reporting Years. The historical information for the Benchmarking templates from 2012/2013 forward were loaded into the Online Application so those years can be selected for analysis and review as well.



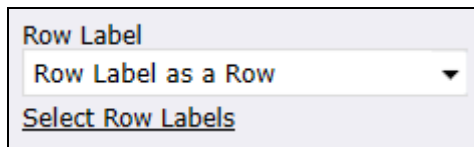
Again there are two boxes available to select the information and they work similar to the University section.

The **fourth section** available for selection pertains to the columns in the defined Tabs that have been provided for you to review the Benchmarking Survey template and the Metric calculations.



The information displayed in this section will vary depending on which Tab was selected in the first box.

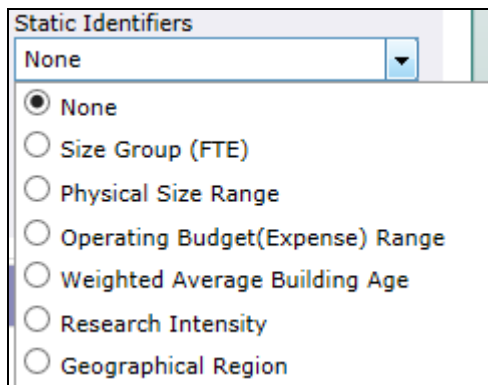
The **fifth section** available for selection pertains to the Rows in the defined Tabs that have been provided for you to review the Benchmarking Survey template and the Metric calculations..



A screenshot of a software interface showing a section titled "Row Label". It contains a dropdown menu with "Row Label as a Row" selected. Below the dropdown is a link that says "Select Row Labels".

The information displayed in this section will vary depending on which Tab was selected in the first box.

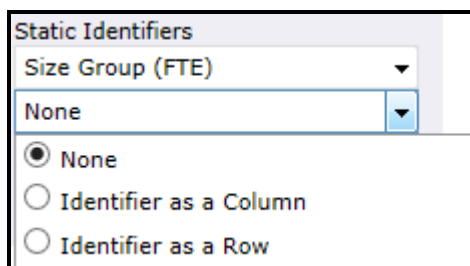
The **sixth section** available for selection pertains to the Static Identifiers. There are six static identifiers available for use that you can select from the first selection box which are as follows:



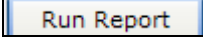
A screenshot of a software interface showing a section titled "Static Identifiers". It has a dropdown menu with "None" selected. Below the dropdown is a list of radio button options: "None", "Size Group (FTE)", "Physical Size Range", "Operating Budget(Expense) Range", "Weighted Average Building Age", "Research Intensity", and "Geographical Region".

These identifiers allow you to group the Benchmarking data different ways for comparison and analysis

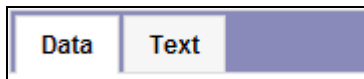
Once you select one of the Static Identifiers, the next box allows you to select where you want to display it similar to the other sections:



A screenshot of a software interface showing a section titled "Static Identifiers". It has two dropdown menus. The first dropdown is set to "Size Group (FTE)". The second dropdown is set to "None". Below the second dropdown is a list of radio button options: "None", "Identifier as a Column", and "Identifier as a Row".

Once all of the selections that you want have been completed, click on the  button to review the Benchmarking information in the reporting grid.

Since the Benchmarking Survey information can contain both numeric and text information it cannot all be displayed on the same tab in the report grid. When text information is selected in the Column and Row Label sections, two tabs will appear in the reporting grid

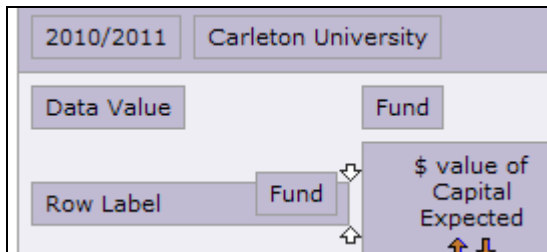


. The Data tab will display all of the numeric data values, while the Text tab will display the text information. If no date or text information is selected or does not appear on the tab selected, then only the Data tab will appear in the reporting grid.

On the Data tab you can move the selection criteria around between the rows, columns and header of the grid, by clicking and dragging the section name to over the other section name.



When the up and down arrows appear, let go of the mouse.



The page display will change for you.

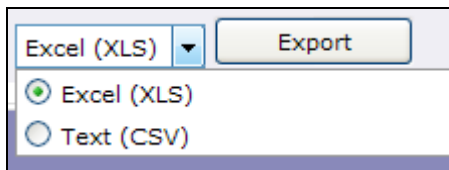
It is important to note that this drag and drop functionality only applies to the Data tab - not to the Text tab.

You can also change the display by reselecting the section parameters and re-running the report.

If you are changing the selection parameters a lot, we recommend using the [Reset To Default Settings](#) option to clear the page to clear the browser cache.

If the grid starts acting weird, using the [Reset To Default Settings](#) will correct it.

Once you get the information that you desire, you have the option to download the information to an Excel or Text file.



If you select Excel and you have both a Data and a Text tab in the reporting grid, there will be two tabs in the excel file.

	A	B
1	HR – Pensions	
2	Ryerson University	
3	2017/2018	
4	Data	
5		
6		Total Pensionable Earnings-Participant Salary Base (\$)
7	DB Pension Plan 1	8,453
8	DB Pension Plan 2	
9	DB Pension Plan 3	
10	DC Plan 1	
11	DC Plan 2	
12	Amount	
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
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Data Text +

The Text option for export will only download the Data information.