

Cognos Reports - Departmental Budgets

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Agenda

- Objective
- Chartstring Basics
- Cognos Reports Introduction - Demo
- Reporting Features
- Resources
- Questions

OBJECTIVE

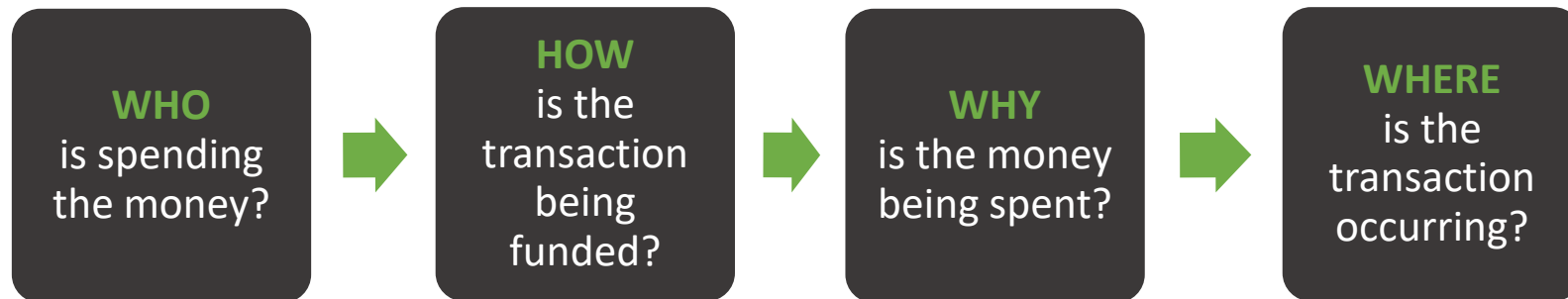
Learn how to use Cognos Reports

The Basics

The Basics: Chartstring

There are 9 individual fields that make up a chartstring. A chartstring identifies the “bank account” making the purchase.

Chartfield	GL Business Unit	Organization Department	Fund Category	Fund	Function	Program	Purpose	Site	Project*
Field Length	5	6	3	6	3	4	5	4	7
Use	Who?	Who?	How?	How?	Why?	Why?	Why?	Where?	Why?



The Basics: Chartstring

Chartfield	GL Business Unit	Organization Department	Fund Category	Fund	Function	Project	Program	Purpose	Site
Field Length	5	6	3	6	3	7	4	5	4
Use	Who?	Who?	How?	How?	Why?	Why?	Why?	Why?	Where?
Example	NT752 UNT	121200 Chemistry	200 Designated- Operating	830001 Designated Tuition	100 Instruction	1000262 Chem 331-334 Welch Chair Lab	1108 Professional Science Masters	12194 REU Chemistry	1273 Science Instrument Shop

- **GL Business Unit** – reflects the UNT System Component. We are **NT752 – UNT Denton Campus**
- **Organization Department** – represents the academic or operating unit responsible for the transaction.
- **Fund Category** – identifies the source of money: E&G (state), Designated (Local), Auxiliary, or Restricted.
- **Fund** – identifies the different types of money within each source.
- **Function** – designates the purpose of the expense. It is required for federal, state, and other reporting.
- **Projects** – are used to track activities with a finite life.
- **Program** – is used to track formal institutional programs and initiatives.
- **Purpose** – is used to track informal activities.
- **Site** – identifies the physical location at which a transaction is occurring.

Note: Values provided above are examples for each chart field and do not represent a valid chart string to record expenses.

Fund Categories and Funds

UNT receives 4 basic types of funding that are separated by Fund Categories (Fund Cats). Fund Cats allow us to determine what type of Fund we've received

Colors of Money

- State of Texas
 - Appropriations
- Designated Operating – Local
 - Tuition and Fees
- Auxiliary
 - Housing, Dining, Parking
- Restricted
 - Gifts, Endowments, Grants Contracts

Colors of Money (Fund Cats and Funds)

FUND CAT	E&G (STATE)	DESIGNATED (LOCAL)	AUXILIARY	RESTRICTED
	<ul style="list-style-type: none"> • 105 Education & General • 106 Education & General - Projects 	<ul style="list-style-type: none"> • 200 Designated Operating <u>Managed</u> • 202 Designated Operating <u>General</u> • 201 Designated Operating - Project 	<ul style="list-style-type: none"> • 120 Auxiliary • 121 Auxiliary - Projects 	Fund Cats – VARIOUS
FUND	<ul style="list-style-type: none"> • 800001 GRD General Revenue Dedicated • 800003 Laboratory Fees • 805009 Core Research • 805038 Higher Education Fund (HEF) 	<ul style="list-style-type: none"> • 830001 Tuition • 880001 Instructional FFF • 830029 Designated Oper-Central Alloc • 840001 Faculty Discretionary • 850000 F&A Recovery Fund • 885000 Departmental Discretionary 	<ul style="list-style-type: none"> • 810002 Auxiliary Union • 810004 Auxiliary Parking • 810020 Auxiliary Housing • 810030 Auxiliary Dining 	<ul style="list-style-type: none"> • 349000 Schol/Rest-Departmental • 190000 Federal Direct • 195001 State of TX Direct • 200010 DepOp/End-Bill & Ann Stokes

Chartstring Examples

		Department	Fund Category	Fund	Function	Project	Program	Purpose	Site
Ex 1.	Department Budgetary	121200	105	800001	100				
		Chemistry	Education & General	GRD-General	Instruction				
Ex 2.	Department Budgetary	152600	200	830001	550			13302	1208
		Risk Mgmt Services-Gen	Designated Operating-Managed	Designated Tuition	Institutional Support			Chemical Stockroom	Discovery Park
Ex 3.	Department Non-Budgetary	121600	202	885000	400		1109		
		English	Designated Operating – General	Departmental Discretionary	Academic Support		American Lit Review		
Ex 4.	Project	12110	106	805038	850	1600247			
		Biological Sciences	Education & General	State Approp-HEF	Capital Projects	Fac NSP-Dixon, Richards			
Ex. 5	Project	121100	201	850000	220	1600247			
		Biological Sciences	Designated Operating –Proj	F&A Recovery	Research	Fac NSP-Dixon, Richards			

Chartstring vs Account

Chartstring

Who's buying it?
(The “bank account”)

- Chemistry
(121200-105-800001-100)
- Retail Dining Services
(163710-120-810030-700)



Account

What are you buying?
(Object of Expense)

- Salaries
- M&O
- Travel

Account

- Accounts are used to identify what was purchased, or what type of revenue was received.
- Below are some examples. To see a full listing, you may open the Account KK* xls file at <https://www.untsystem.edu/chart-accounts-coa>. There is also a full listing of all chart fields on this website

D-Account	Acct Level D Description	Account	Description
D5010	Salaries-Faculty/Academic FT	50101	Salaries-Faculty 9 Mo-FT
D5014	Salaries-Staff	50143	Salaries-Staff
D5031	Wages	50401	Longevity Pay
D5301	Materials & Supplies Expense	53001	Supplies-Office
D5301	Materials & Supplies Expense	53022	Uniforms
D5301	Materials & Supplies Expense	53083	Maintenance Supplies-Plmbng
D5371	Printing & Reproduction	53701	Printing Services
D5371	Printing & Reproduction	53731	Publication Services
D5371	Printing & Reproduction	53761	Copy Services
D5501	Other Operating Exp	55261	Conference Registration
D5501	Other Operating Exp	80153	I/C Postage-Exp
D5251	Travel	52513	TIS Lodging
D5251	Travel	52533	TOS Airfare
D5331	Communications & Utilities	53303	Telecom-Monthly Charge

Account

- FIN001 will show B-Level and D-Level under Expense – ***Budget Checking now occurs at the B-Level**

Account	Function	Program	Purpose	Site	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<u>Expense</u>										
D5010 - Salaries-Faculty/Academic	100 - Instruction-General		11591 - Service Agreement		0.00	22,597.88	0.00	11,058.99	0.00	11,538.89
D5010 - Salaries-Faculty/Academic	100 - Instruction-General				0.00	4,049,264.55	0.00	3,749,802.94	299,089.65	371.96
D5010 - Salaries-Faculty/Academic	220 - Research-General				0.00	0.00	0.00	44,657.61	0.00	(44,657.61)
D5012 - Salaries-Faculty/Acad-PartTime	100 - Instruction-General		11016 - Presidentially Funded Items		0.00	0.00	0.00	129,914.46	0.00	(129,914.46)
D5012 - Salaries-Faculty/Acad-PartTime	100 - Instruction-General			1286 - Frisco Campus	0.00	0.00	0.00	18,500.09	0.00	(18,500.09)
D5012 - Salaries-Faculty/Acad-PartTime	100 - Instruction-General				0.00	160,546.82	0.00	814,030.92	23,211.35	(676,695.45)
D5014 - Salaries -Staff	100 - Instruction-General			1286 - Frisco Campus	0.00	4,300.00	0.00	0.00	0.00	4,300.00
D5031 - Wages	100 - Instruction-General			1286 - Frisco Campus	0.00	96.00	0.00	0.00	0.00	96.00
B5001 - Personnel Costs					0.00	4,236,805.25	0.00	4,767,965.01	322,301.00	(853,460.76)
Expense - Total					0.00	4,236,805.25	0.00	4,767,965.01	322,301.00	(853,460.76)
Net Total					0.00	(4,236,805.25)	0.00	4,767,965.01	322,301.00	(853,460.76)

- FIN002 will show C-level and D-Level under Expense with GL details

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<u>Expense</u>						
50141 - Salaries-Professional Admin	400 - Academic Support	0.00	59,272.26	0.00	0.00	
50143 - Salaries-Staff	400 - Academic Support	0.00	108,835.80	0.00	0.00	
D5014 - Salaries-Staff	400 - Academic Support	717,685.56	0.00	515,915.53	36,842.17	
D5014 - Salaries -Staff - Total		717,685.56	168,108.06	515,915.53	36,842.17	(3,180.20)
C5014 - Staff Salaries Total		717,685.56	168,108.06	515,915.53	36,842.17	(3,180.20)

Learn more about Chartstrings

- Chartstrings and Accounts are covered in greater detail in our Budget Basics training

Cognos Reports

Cognos Reports

Most widely used will be:

- FIN001 – Budget Overview with Assoc. Revenue
- FIN003 – Transaction Detail with Assoc. Revenue
- FIN002 – Budget Overview with **GL Details**

Other Reports include:

- FIN015 - Department Summary
 - FIN016 - Sponsored Project Summary - DO NOT USE FOR NDISC PROJECTS
 - Payroll Transaction Detail
 - ePro Transaction Detail
 - Inventory Report
-
- This course will cover the three most used. You can view a list of reports at <https://finance.untsystem.edu/reporting>

FIN001 – Budget Overview with Assoc. Revenue

- View status of budget balance at a glance
- Identify all active chart-strings

Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition										
Account	Function	Program	Purpose	Site	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue										
42087 - Professional Development Fee	400 - Academic Support				0.00	0.00	650.00	0.00	0.00	650.00
C4208 - Professional Fee Non-Medical					0.00	0.00	650.00	0.00	0.00	650.00
Revenue - Total					0.00	0.00	650.00	0.00	0.00	650.00
Expense										
D5014 - Salaries -Staff	400 - Academic Support				0.00	30,593.40	0.00	30,593.21	0.00	0.19
D5031 - Wages	400 - Academic Support				0.00	11,240.00	0.00	0.00	0.00	11,240.00
D5040 - Supplemental Pay	400 - Academic Support				0.00	0.00	0.00	2,400.00	0.00	(2,400.00)
B5001 - Personnel Costs					0.00	41,833.40	0.00	32,993.21	0.00	8,840.19
D5101 - Professional Fees & Svcs	400 - Academic Support				0.00	8,000.28	0.00	0.00	0.00	8,000.28
D5251 - Travel	400 - Academic Support				0.00	0.00	4.40	(1,431.00)	0.00	1,426.60
D5301 - Materials & Supplies Exp	400 - Academic Support		10001 - Recruiting-Staff Gen		0.00	2,420.00	0.00	0.00	0.00	2,420.00
D5301 - Materials & Supplies Exp	400 - Academic Support				0.00	4,966.54	1,719.56	0.00	0.00	3,246.98
D5331 - Communication & Utilities	400 - Academic Support				0.00	25,000.00	0.00	0.00	0.00	25,000.00
D5350 - Repairs and Maintenance	400 - Academic Support				0.00	3,000.00	0.00	662.40	0.00	2,337.60
D5360 - Rental Exp-Non-Cap	400 - Academic Support				0.00	1,000.00	0.00	0.00	0.00	1,000.00
D5365 - Oper Lease Exp-Non-Cap	400 - Academic Support				0.00	5,000.00	0.00	4,861.20	0.00	138.80
D5371 - Printing & Reproduction	400 - Academic Support				0.00	1,500.00	0.00	513.60	0.00	986.40
D5501 - Other Operating Exp	400 - Academic Support				0.00	16,639.00	2,587.61	6,162.00	0.00	7,889.39
B5060 - Non-Personnel Costs					0.00	67,525.82	4,311.57	10,768.20	0.00	52,446.05
Expense - Total					0.00	109,359.22	4,311.57	43,761.41	0.00	61,286.24
Net Total					0.00	(109,359.22)	(3,661.57)	43,761.41	0.00	61,936.24

FIN001 – Budget Overview with Assoc. Revenue

Available
Budget

Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition

Account	Function	Program	Purpose	Site	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue										
42087 - Professional Development Fee	400 - Academic Support				0.00	0.00	650.00	0.00	0.00	650.00
			C4208 - Professional Fee Non-Medical		0.00	0.00	650.00	0.00	0.00	650.00
			Revenue - Total		0.00	0.00	650.00	0.00	0.00	650.00
Expense										
D5014 - Salaries -Staff	400 - Academic Support				0.00	30,593.40	0.00	30,593.21	0.00	0.19
D5031 - Wages	400 - Academic Support				0.00	11,240.00	0.00	0.00	0.00	11,240.00
D5040 - Supplemental Pay	400 - Academic Support				0.00					(2,400.00)
			B5001 - Personnel Costs		0.00					8,840.19
D5101 - Professional Fees & Svcs	400 - Academic Support				0.00					8,000.28
D5251 - Travel	400 - Academic Support				0.00					1,426.60
D5301 - Materials & Supplies Exp	400 - Academic Support		10001 - Recruiting-Staff Gen		0.00					2,420.00
D5301 - Materials & Supplies Exp	400 - Academic Support				0.00	4,396.34	7,719.36	0.00	0.00	3,246.98
D5331 - Communication & Utilities	400 - Academic Support				0.00	25,000.00	0.00	0.00	0.00	25,000.00
D5350 - Repairs and Maintenance	400 - Academic Support				0.00	3,000.00	0.00	662.40	0.00	2,337.60
D5360 - Rental Exp-Non-Cap	400 - Academic Support				0.00	1,000.00	0.00	0.00	0.00	1,000.00
D5365 - Oper Lease Exp-Non-Cap	400 - Academic Support				0.00	5,000.00	0.00	4,861.20	0.00	138.80
D5371 - Printing & Reproduction	400 - Academic Support				0.00	1,500.00	0.00	513.60	0.00	986.40
D5501 - Other Operating Exp	400 - Academic Support				0.00	16,639.00	2,587.61	6,162.00	0.00	7,889.39
			B5060 - Non-Personnel Costs		0.00	67,525.82	4,311.57	10,768.20	0.00	52,446.05
			Expense - Total		0.00	109,359.22	4,311.57	43,761.41	0.00	61,286.24
			Net Total		0.00	(109,359.22)	(3,661.57)	43,761.41	0.00	61,936.24

Hyperlink on the Current Budget, Actuals, Encumbrance, Pre-Encumbrance will pull the transaction detail report on the specific amounts.

D-Level accounts –
used for ABA requests

B-Level Account – where
budget checking occurs for
Budgetary Chartstrings

FIN003 – Transaction Detail with Assoc. Revenue

- View individual transactions that make up your budget.
- Search a specific transaction such as a journal, ABA, IDT, payroll exp., internal charge, revenue.

KK Account	KK Account Descr	GL Account	GL Account Descr	Account Type	Posted Date	Journal ID	Journal Line #	Journal Date	Header Descr	Line Descr	Expense Budget	Expense Actual	Encumbrance	Pre-Encumbrance
D5301	Materials & Supplies Exp	53071	Lab Supplies	Expense		PL00180696	213	Sep 30, 2021	FY22 09-01 to 09-03 transactio	BLICK ART MATER-Bourbon Resear	0.00	11.47	0.00	0.00
D5301	Materials & Supplies Exp	53001	Supplies-Office	Expense		PL00180696	215	Sep 30, 2021	FY22 09-01 to 09-03 transactio	AMAZON.COM INC-Studio Art Off	0.00	5.99	0.00	0.00
D5301	Materials & Supplies Exp	53001	Supplies-Office	Expense		PL00180696	214	Sep 30, 2021	FY22 09-01 to 09-03 transactio	AMAZON.COM INC-Studio Art Off	0.00	(24.90)	0.00	0.00
D5251	Travel	D5251	Travel	Expense		CNE0180572	17	Sep 14, 2021	Concur Encumbrance	3DTF_AIRFARE	0.00	0.00	411.80	0.00
D5251	Travel	D5251	Travel	Expense		CNE0180572	18	Sep 14, 2021	Concur Encumbrance	3DTJ_AIRFARE	0.00	0.00	675.00	0.00
D5251	Travel	D5251	Travel	Expense		BT00180217	19	Sep 10, 2021	EX_CHD ABA-Journal 09-10-21	21030-FY22 Travel Reallocation	(9,563.00)	0.00	0.00	0.00
D5301	Materials & Supplies Exp	D5301	Materials & Supplies Exp	Expense		BT00180217	14	Sep 10, 2021	EX_CHD ABA-Journal 09-10-21	21029-FY22 830001 Reallocation	13,776.39	0.00	0.00	0.00

FIN003 – Transaction Detail with Assoc. Revenue (Cont.)

Employee Name	Employee Email	Source System	Vendor ID	Vendor Name	Vendor Status	Document Type	Invoice ID	Requisition ID	Req Line	Purchase Order ID	PO Line	Voucher ID	Accounting Period
---------------	----------------	---------------	-----------	-------------	---------------	---------------	------------	----------------	----------	-------------------	---------	------------	-------------------

Other helpful headers:

- **Employee Name/ Email** – Pcard holder affiliated with transaction
- **Source System** – Identifies which system processed the transaction = P-Card, ABA, Journal WS, HR Payroll, etc.
- **Vendor ID/Name/Status** – Vendor information based on requisition
- **Purchasing columns (Req, PO, and Voucher)** with the **Line number** that used the specific chartstring
- **Accounting Period** – based on Fiscal Year – September is period 1, October is period 2, etc.

FIN003 – Transaction Detail with Assoc. Revenue (Cont.)

Please Select Parameters Below:

Document Type

Requisition

Purchase Order

Voucher

Select all Deselect all

Requisition

Purchase Order

Voucher

Invoice

Journal ID

Journal Line Reference

Journal Line Header Description

Journal Line Description

Journal Line Number

Wildcard Prompts

Partial values are accepted and will return items that contain the alpha or numeric characters entered here:

Search for transactions by different prompts, fiscal years, etc.

Click the PLAY button to export to different files

UNT SYSTEM™

Sort Order: Time Stamp

Choose Sort Order

Business Unit

Time Stamp

Department

Project

Fund Category

Fund

Account Type

D-Level Account

Account

Function

Program

Purpose

Site

PC Business Unit

Journal ID

Vendor

Journal Line Reference

Accounting Period

Budget Period

On the report you are able to sort the report by a specific category

UNT

Sort Order: Time Stamp

Business Unit

Department

NT752	136300
NT752	136300

Run HTML

Run PDF

Run Excel

Run Excel data

Run CSV

Run XML

FIN002 – Budget Overview w/ GL Details Report

- Similar to FIN030 - View status of budget balance and Identify all active chart-strings
- Find account numbers to use for an IDT

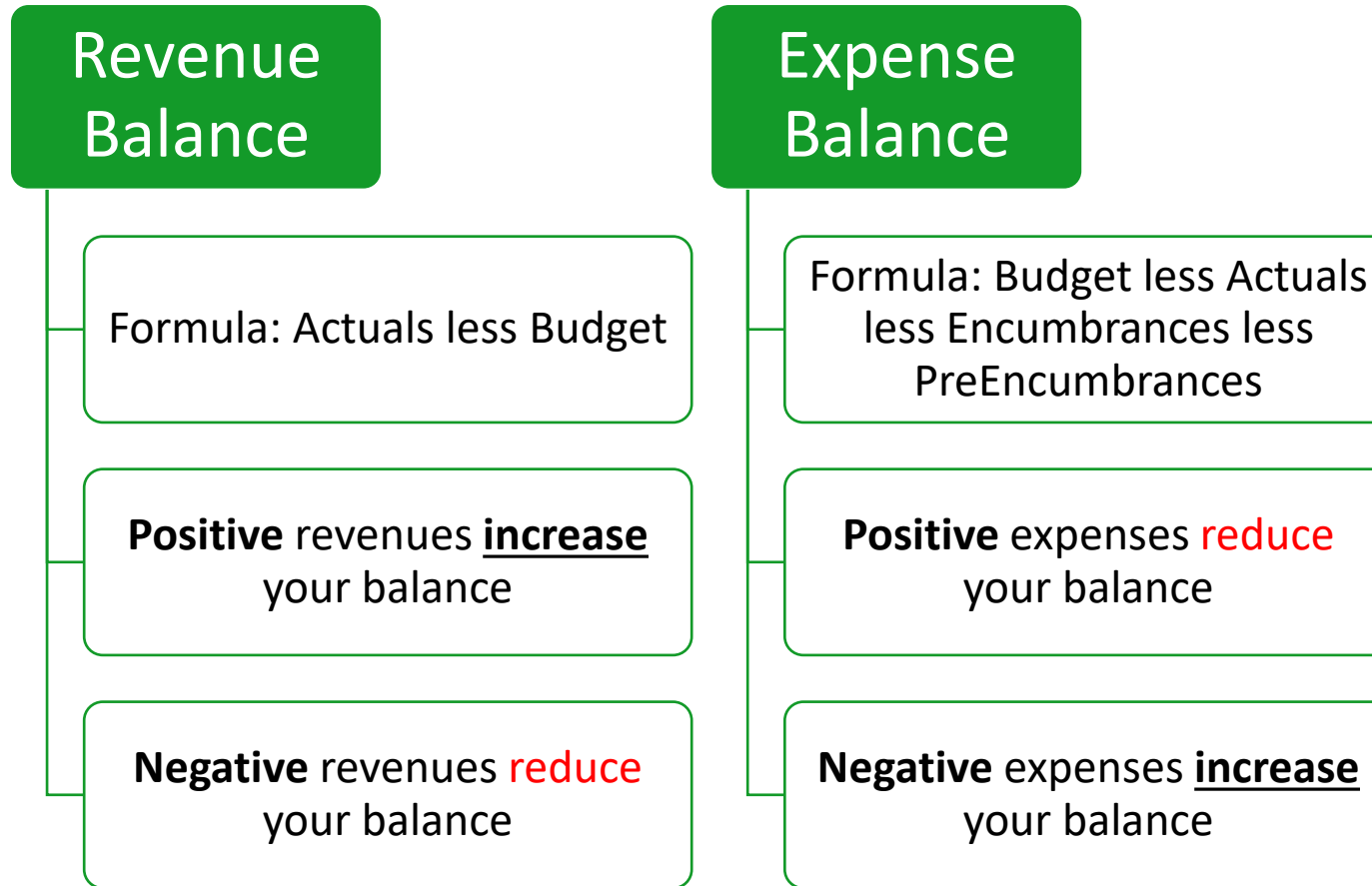
		Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition				
Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense						
D5031 - Wages	500 - Student Services	10,000.00	0.00			
D5031 - Wages - Total		10,000.00	0.00			0.00
C5030 - Wages Total		10,000.00	0.00			0.00
D5101 - Professional Fees & Svcs	500 - Student Services	0.00	0.00	4,918.56	0.00	
51003 - Information Technology Svcs	500 - Student Services	0.00	1,081.44	0.00	0.00	
D5101 - Professional Fees & Svcs - Total		0.00	1,081.44	4,918.56	0.00	(6,000.00)
D5301 - Materials & Supplies Exp	500 - Student Services	9,950.00	0.00	0.00	0.00	
D5301 - Materials & Supplies Exp - Total		9,950.00	0.00	0.00	0.00	9,950.00
55413 - Books RefrNC Mtrls-NonCap	500 - Student Services	0.00	119.45	0.00	0.00	
D5501 - Other Operating Exp - Total		0.00	119.45	0.00	0.00	(119.45)
C5070 - Maintenance & Operations Total		9,950.00	1,200.89	4,918.56	0.00	3,830.55
D5251 - Travel	500 - Student Services	50.00	0.00	0.00	0.00	
52505 - TIS Mileage	500 - Student Services	0.00	106.55	0.00	0.00	
D5251 - Travel - Total		50.00	106.55	0.00	0.00	(56.55)
C5251 - Travel Total		50.00	106.55	0.00	0.00	(56.55)
Expense - Total		20,000.00	1,307.44	4,918.56	0.00	13,774.00
Net Total		(20,000.00)	(1,307.44)	4,918.56	0.00	13,774.00

Detail on Expense that Budget Overview (FIN030) does not show

GL Account

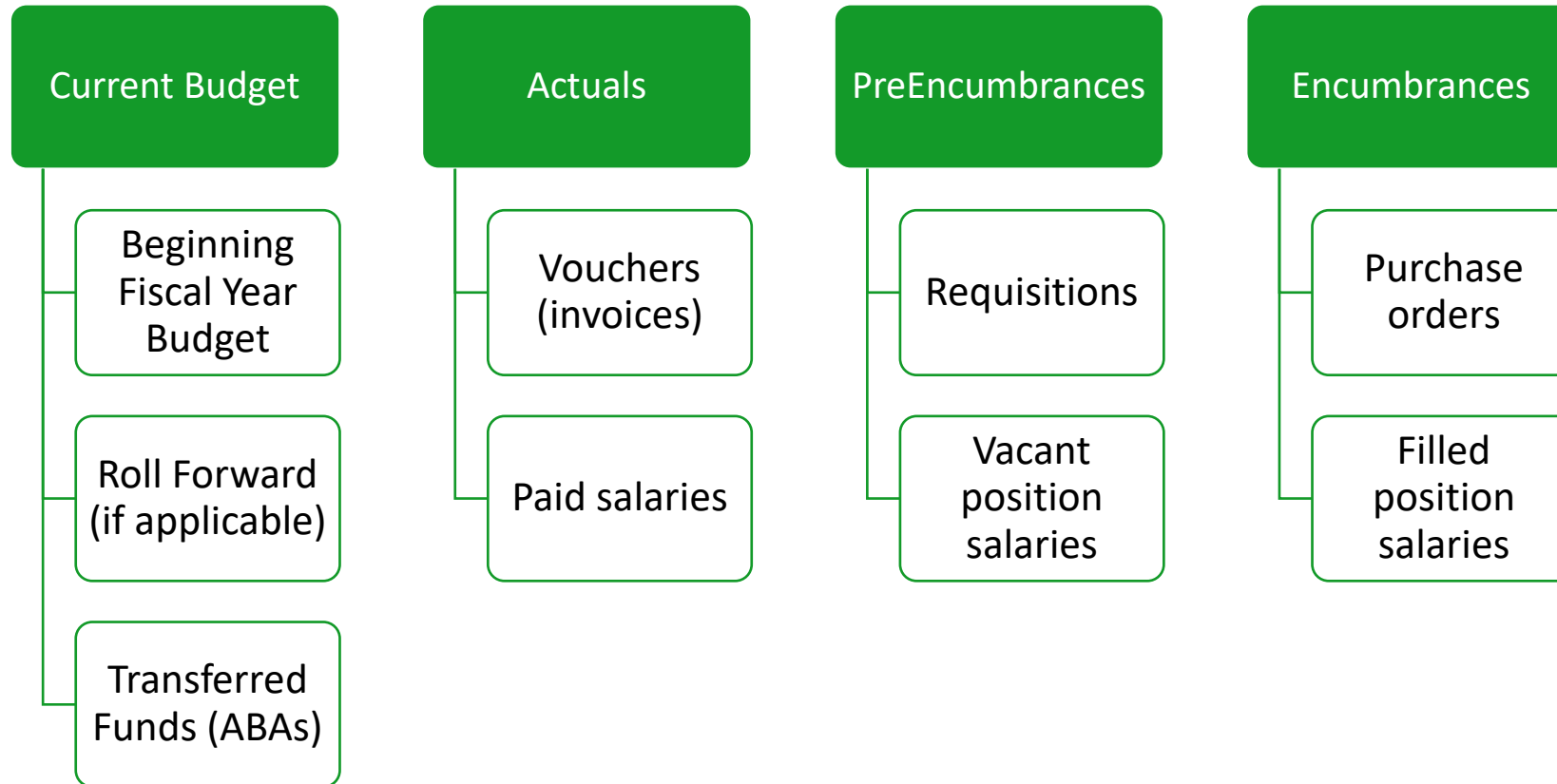
Calculating your Balance

Revenue and Expense Balances



Budget Report Columns

Columns on Budget Overview and Transaction Details*



*FIN030, FIN032, & FIN002

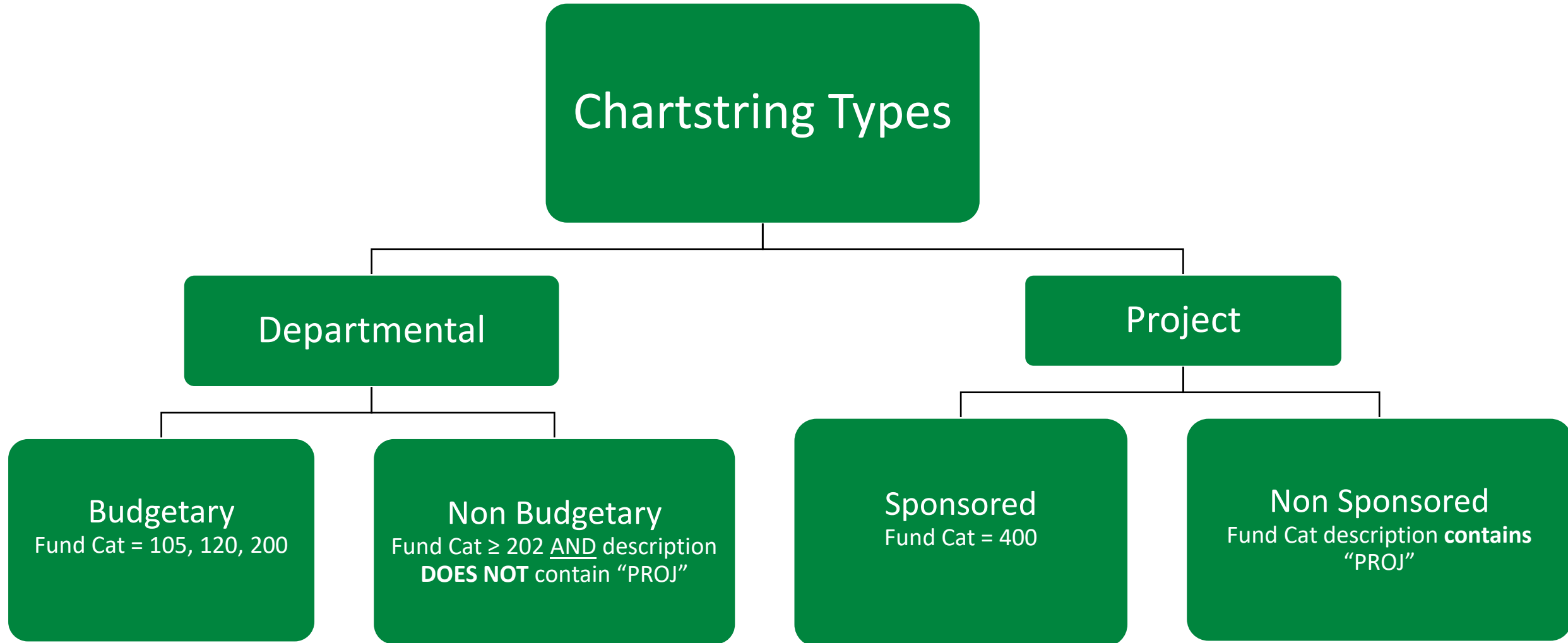
Applying Budget Checking Concepts

Budget Checking Review

- PeopleSoft (EIS) will review the chartstring's available balance to ensure enough funds are available.
- Prior to submitting a financial transaction for approval, PeopleSoft will *budget check* the transaction. The transaction cannot be submitted for approval if it does not pass budget check*.
- **Budget Checking occurs at different account levels in the hierarchy** based on the chartstring type.

*ABAs can still be submitted if Budget Status is in 'Warning' status.

Chartstring Types Review



**Technically, projects don't close at year end so there isn't a closing/rollforward process.*

Budget Checking - Budgetary Chartstrings

Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition

Account	Function	Program	Purpose	Site	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
D5101 - Professional Fees & Svcs	400 - Academic Support				0.00	8,000.28	0.00	0.00	0.00	8,000.28
D5251 - Travel	400 - Academic Support				0.00	0.00	4.40	(1,431.00)	0.00	1,426.60
D5301 - Materials & Supplies Exp	400 - Academic Support		10001 - Recruiting-Staff Gen		0.00	2,420.00	0.00	0.00	0.00	2,420.00
D5301 - Materials & Supplies Exp	400 - Academic Support				0.00	4,966.54	1,719.56	0.00	0.00	3,246.98
D5331 - Communication & Utilities	400 - Academic Support				0.00	25,000.00	0.00	0.00	0.00	25,000.00
D5350 - Repairs and Maintenance	400 - Academic Support				0.00	3,000.00	0.00	662.40	0.00	2,337.60
D5360 - Rental Exp-Non-Cap	400 - Academic Support				0.00	1,000.00	0.00	0.00	0.00	1,000.00
D5365 - Oper Lease Exp-Non-Cap	400 - Academic Support				0.00	5,000.00	0.00	4,861.20	0.00	138.80
D5371 - Printing & Reproduction	400 - Academic Support				0.00	1,500.00	0.00	513.60	0.00	986.40
D5501 - Other Operating Exp	400 - Academic Support				0.00	16,639.00	2,587.61	6,162.00	0.00	7,889.39
B5060 - Non-Personnel Costs					0.00	67,525.82	4,311.57	10,768.20	0.00	52,446.05

We budget at the D-Level for expenses

Budget Checking occurs at the B-Level

Budget Checking – Non Budgetary Chartstrings

Account	Function	Program	Purpose	Site	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance	
Expense											
00000 - Non-Budgetary	100 - Instruction-General	1715 - Out of State Teaching Fee			0.00	781.65	672.16	0.00	0.00	109.49	
00000 - Non-Budgetary	100 - Instruction-General		11901 - Electron Microscope		0.00	50,086.83	(17,656.54)	0.00	0.00	67,743.37	
00000 - Non-Budgetary	100 - Instruction-General				0.00	72,661.86	9,964.83	0.00	0.00	62,697.03	
00000 - Non-Budgetary	220 - Research-General		11591 - Service Agreement		0.00	0.00	(46,525.02)	0.00	0.00	46,525.02	
00000 - Non-Budgetary	220 - Research-General				0.00	2,856.00	(4,067.45)	0.00	0.00	6,923.45	
00000 - Non-Budgetary	400 - Academic Support				0.00	436.85	139.15	0.00	0.00	297.70	
00000 - Non-Budgetary	550 - Institutional Support				0.00	56.11	(698.18)	0.00	0.00	754.29	
					00000 - Non-Budgetary	0.00	126,879.30	(58,171.05)	0.00	0.00	185,050.35
					Expense - Total	0.00	126,879.30	(58,171.05)	0.00	0.00	185,050.35
					Net Total	0.00	(126,879.30)	58,171.05	0.00	0.00	185,050.35

Revenues and Expenses are summarized at the 00000 account.

- Negative actuals generally mean that revenues exceed expenses

Budgeting does not occur.

The amounts in the “Budget” column simply indicate the balances that rolled forward from the prior year.

Budget checking occurs at the line balance, not the total balance

Budget Checking – Non Sponsored Project Chartstrings

Account	Function	Program	Purpose	Site	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
70003 - Trans from Other Funds	220 - Research-General		12224 - Instrument Wkshp		0.00	1,004.88	1,004.88	0.00	0.00	0.00
70003 - Trans from Other Funds	220 - Research-General				0.00	1,396.59	1,396.59	0.00	0.00	0.00
C7000 - Trans T/F Other Funds					0.00	2,401.47	2,401.47	0.00	0.00	0.00
Revenue - Total					0.00	2,617.56	2,617.56	0.00	0.00	0.00
Expense										
A5000 - Operating Expenses	220 - Research-General		12224 - Instrument Wkshp		0.00	1,004.88	0.00	0.00	0.00	1,004.88
A5000 - Operating Expenses	220 - Research-General				0.00	1,741.68	511.67	0.00	0.00	1,230.01
A5000 - Operating Expenses					0.00	2,746.56	511.67	0.00	0.00	2,234.89
A7001 - Transfer Expense	220 - Research-General				0.00	1,004.88	1,004.88	0.00	0.00	0.00
A7001 - Transfer Expense					0.00	1,004.88	1,004.88	0.00	0.00	0.00
Expense - Total					0.00	3,751.44	1,516.55	0.00	0.00	2,234.89
Net Total					0.00	(1,133.88)	1,101.01	0.00	0.00	2,234.89

Budgeting occurs at the base account level for revenues

A5000 - Operating Expenses	220 - Research-General		12224 - Instrument Wkshp		0.00	1,004.88	0.00	0.00	0.00	1,004.88
A5000 - Operating Expenses	220 - Research-General				0.00	1,741.68	511.67	0.00	0.00	1,230.01
A7001 - Transfer Expense	220 - Research-General				0.00	1,004.88	1,004.88	0.00	0.00	0.00

Budgeting occurs at the A-Level for expenses.

Tip: there are only 2 A-Level accounts: A5000 and A7001.

Budget checking occurs at the line balance

Accessing Cognos

Getting started

- Go to **UNT System Employee Self Service** and sign in



Employee Self Service

EUID

Password

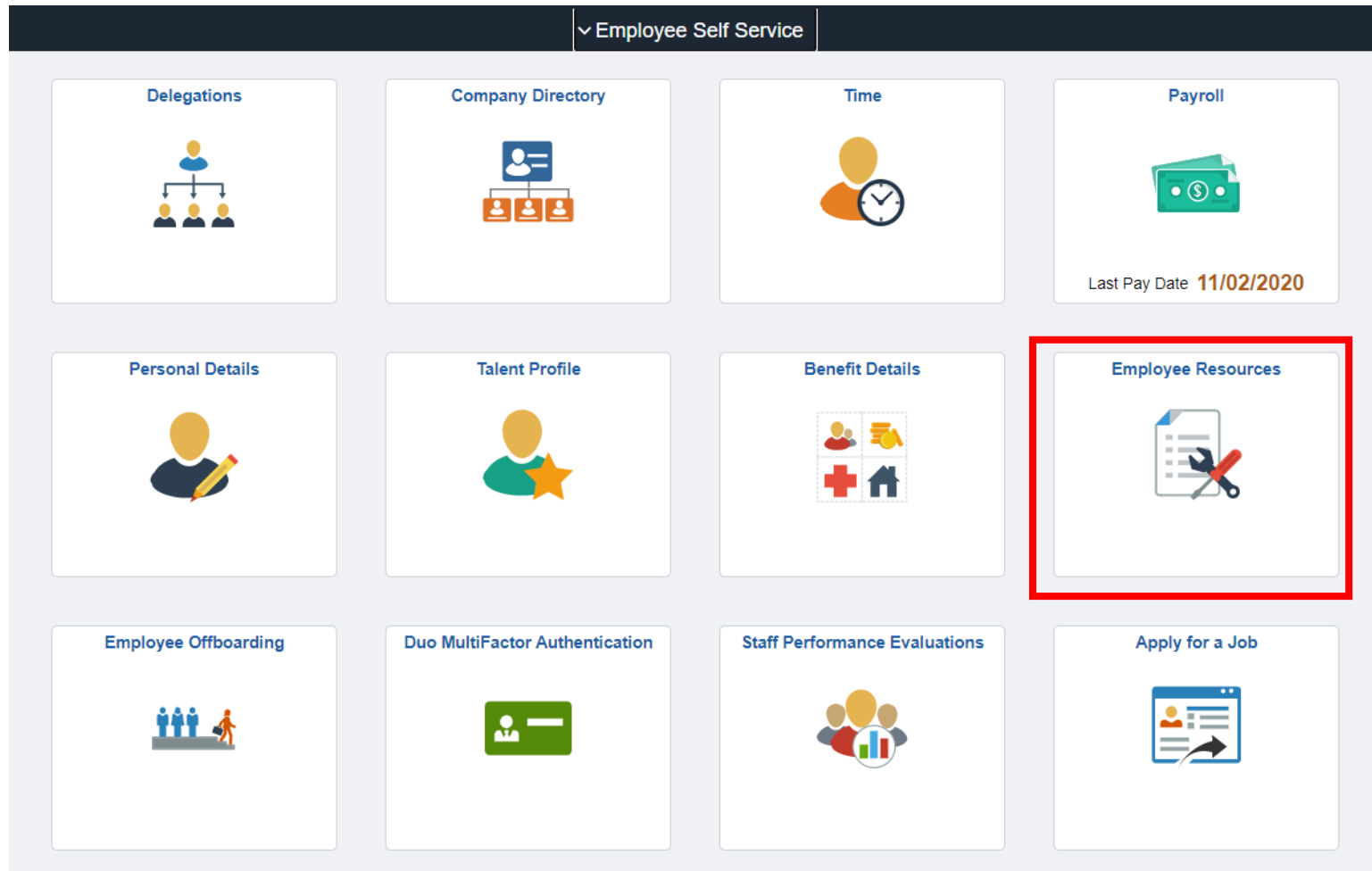
Sign in

Can't sign in? Clear your [web browser cache](#) or open a [private browsing](#) session. Check your [EUID and password](#), or complete a [service request](#) for assistance.

Service intermissions occur on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.

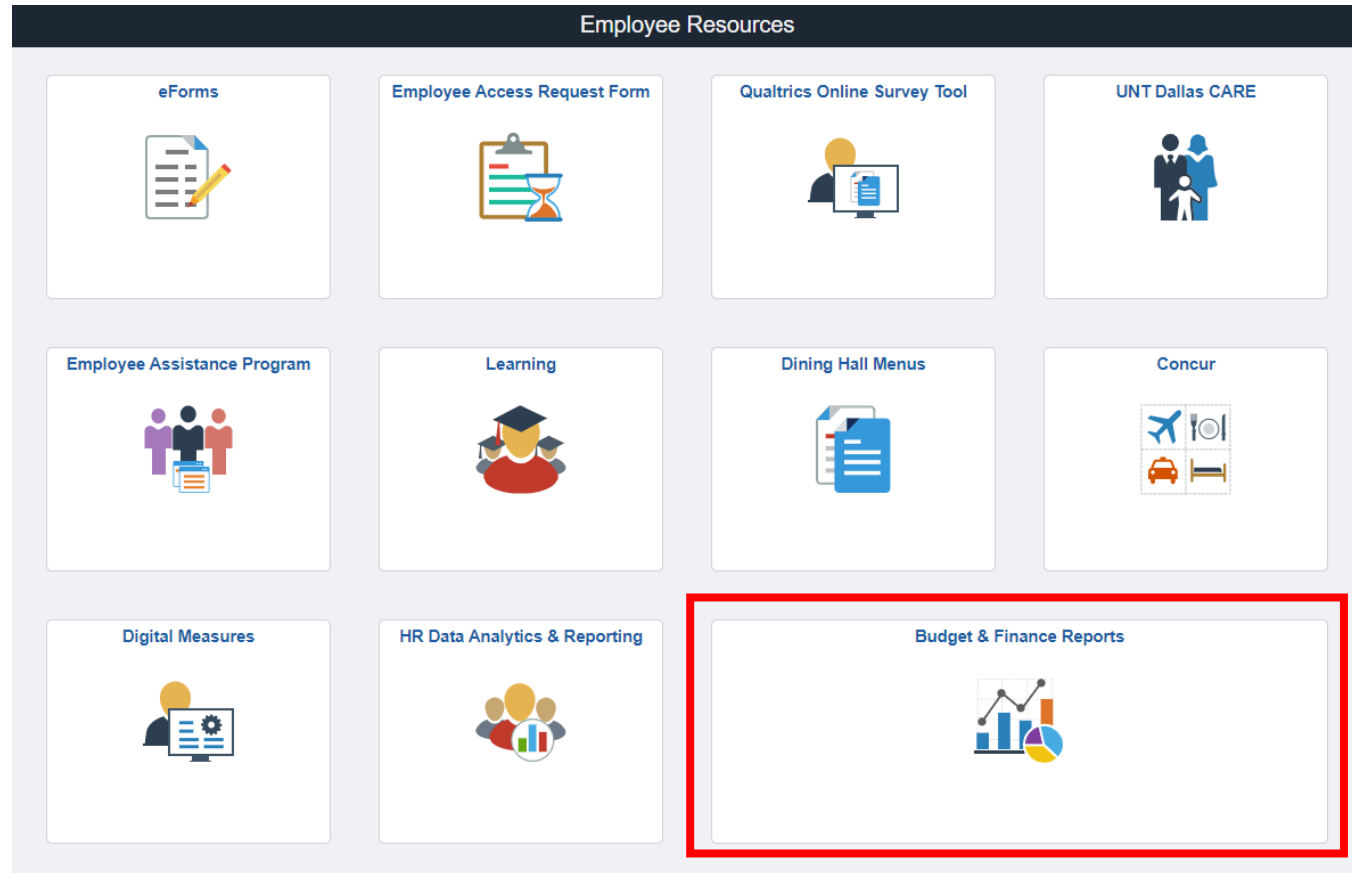
Getting started

- Click on **Employee Resources**



Getting started

- Click on **Budget and Financial Reports**



- This page allows you to navigate to various Budget and Finance Reports

Getting started



- This page allows you to navigate to various Budget and Finance Reports

A screenshot of the UNT System Office of Finance Reporting page. The page has a dark blue header with navigation links: UNT SYSTEM HOME, JOBS, WELL-BEING, REPORTS, FORMS, MY.UNTSYSTEM, and DIRECTORY. A search bar is on the right. Below the header is a row of green buttons: About Us, Calendars, Tools & Training, Payroll & Taxes, Travel, Procurement, Vendor Resources, and Treasury. A breadcrumb trail reads: Connect with Finance → Budget & Planning → Reporting → Reporting. On the left is a sidebar with "Budget & Planning" and "Reporting" (highlighted in green). The main content area has a "Reporting" title, "View" and "Edit" buttons, and a "Budget and Finance Reports" section. This section includes a note about a new data model and three links: "FIN001 - Budget Overview - (Guide)", "FIN002 - Budget Overview with GL Details - (Guide)", and "FIN003 - Transaction Details (Guide)".

You may also access the Budget and Finance Reports by going directly to: <https://finance.untsystem.edu/reporting>

Cognos Features



Resources

Resources

[Budget Website](#) > Resources > Documents

- Budget Management [Documents](#)
 1. Valid Fund Category & Fund Combinations
 2. Requisition Category Codes
 3. Closing Rules (will funds roll forward or close)
 4. 9.2 Budgetary Accounts
 5. Common Terms
 6. Common Journal Headers
 7. Function Mapping
- [Training Materials](#) (including PowerPoints)
- **Other Resources**
 - Contact your College Budget Officer or BUG ([Find your BUG](#))

Report Options

Type of reports:	Use:	Overview:	Limitations:
Budget Overview (FIN030)	<ul style="list-style-type: none"> •View status of budget balance at a glance •Identify all active chart-strings 	High level summary of revenues and expenses. A financial statement.	All activity (revenues & expense) on Non-Budgetary is aggregated.
Budget Overview with GL Details (FIN002)	<ul style="list-style-type: none"> •View Status of budget balance at a glance •Identify all active chart-strings •Find account numbers to use for an IDT 	Granular summary of revenues and expenses. A financial statement.	Report does not include C-Level rollups
Transaction Details (FIN032)	<ul style="list-style-type: none"> •View individual transactions that make up your budget. •Search a specific transaction such as a journal, ABA, IDT, payroll exp., internal charge, revenue. 	Listing of all transaction during a period of time.	None
Department Summary (FIN015)	<ul style="list-style-type: none"> •View Status of budget balance at a glance •View revenues and expenses in detail. •Identify all active chart-strings 	High level summary of revenues and expenses. A financial statement.	None
Department Payroll Transaction Detail	<ul style="list-style-type: none"> • View payroll transactions by journal, employee, account, Org Dept and/or Division. 	Granular summary of payroll related expenses.	<p>The report cannot be run by a specific project. It can be run by department, exported to excel, and then filtered for project chartstrings.</p> <p>Report only has the ability to show 1 job record - See Payroll Training</p>

Questions?