16XXXXX Projects in COGNOS
Training Handout

Which Report Should You Use?

Project ID	Report to Use
16XXXXX	FIN001-Budget Overview. **DO NOT USE PROJECT SUMMARY.**
GXXXXX	FIN016-Project Summary.

FIN001-Budget Overview Report

1. Locating the Report.
   a. my.untsystem.edu → log in using your UNT credentials.
   b. Select the **Reports** tab in the top center of the screen.

   c. Locate the **Financial Reporting** section and click on the **FIN001-Budget Overview** report.

2. Running the Report. SEE REVERSE SIDE FOR INSTRUCTIONS.
3. Reading the Report.

   > Multiple chartstrings (types of money) may be associated with each project ID. Each chartstring will have its own budget summary. The chartstring is listed across the top of its budget summary. **Each chartstring has its own spending rules.**

   a. The report contains 5 number columns
      - <u>Current Budget</u>: This is the beginning budget plus any budget adjustments.
      - <u>Actuals</u>: Actual cash received (for revenues) or actual expenses incurred (invoices paid, pcards, wages).
      - <u>Encumbrance</u>: Purchase Order balances - when the invoice is received, the balance will move to the Actuals column. For salaries, balances reflect filled positions.
      - <u>Pre-Encumbrance</u>: Requisition balances - when the requisition is converted to a PO, the balance will move to the Encumbrance column. For salaries, balances reflect vacant positions.
      - <u>Balance</u>: Remaining funds available to spend.
   b. All values in blue are hyperlinks and can be drilled through for additional information.

FIN001 - Budget Overview

This report reflects Budget Overview, also known as Commitment Control, from PeopleSoft (EIS). This is the official report for the University of North Texas System and its components.
*Please make note that if you are using this report to view Sponsored Project Data, It is recommended to use the Project Summary Report. If you have questions regarding this report, be sure to consult your local Sponsored Projects Office for clarification.
Click here the launch Project Summary Report

Please Select Parameters Below:

Business Unit: All Business Units

Department or Manager
Keywords:
Type one or more keywords separated by spaces.
Search
Options

Results: | **Choice:**
Insert
Remove

1. Enter your last name or 16XXXXX ID
2. Select **Search**

Select all   Deselect all   Select all   Deselect all

Project ID/Description or Manager Name
Keywords:
Type one or more keywords separated by spaces.
dixon   Search
Options

3. In the **Results** box, click on the appropriate project option

Results:
1600247 - Fac NSP-Dixon, Richard - Dixon,Richard Arthur
GA9543 - Dixon Lab Start-Up
GA9563 - Dixon FY15-FY17 BDI
GF1734 - GN0006499 Dixon
GF40068 - GN16-0618 Dixon - Dixon,Richard Arthur
GF4181 - GN0005967 Dixon
GF4182 - GN0005968 Dixon
GF4183 - GN0006078 Dixon
GF4238 - GN0007006 Dixon

Insert
Remove

Choice:
1600247 - Fac NSP-Dixon, Richard

Select all   Deselect all   Select all   Deselect all

Account Type
☑ Revenue
☑ Expense
Select all   Deselect all

5. Select **Insert**

4. Your option will appear in the **Choice** box.

KK Group
☑ Budgetary
☑ Non-Budgetary
☑ Non-Sponsored Projects
☐ Sponsored Projects
Select all   Deselect all

Budget Period: * 2020   (Does not impact Projects)

Thru Accounting Period:

6. Select **Finish**

To filter by elements of the Chart String click "Next"

Cancel   Finish   Next >