Cognos Reports – Project Budgets

Ellen Whatley, HPS
Rebekah Bewley, Budget Office
## Agenda

<table>
<thead>
<tr>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Basics</td>
</tr>
<tr>
<td>9.2 Cognos Project Reports Introduction - Demo</td>
</tr>
<tr>
<td>Wrap Up</td>
</tr>
</tbody>
</table>
Objective

Learn how to read the Cognos Project reports
Project Types

**Sponsored**
- NGRCT – Grants and Contracts

**Non Sponsored**
- NDISC - Discretionary
- NFCAP - Capital
- NINTP – Internal
NGRCT – Grants & Contracts

- The second character in the code indicates the funding source:
  1. GSXXXX = State Funded
  2. GFXXXX = Federally Funded
  3. GPXXXX = Private Foundation Funded

- Budgetary changes are handled by OGCA via a Triple A (Award Adjustment Approval Request) rather than through an ABA
Project Types – Non Sponsored

**NDISC – Discretionary**
- Used to account for project balances not related to grants or construction
- Funds Commonly used:
  - Fund 850000 F&A Recovery Fund <IDC, Overhead>
  - Fund 840002 Faculty Startup
  - Fund 840001 Faculty Discretionary
  - Fund 885000 Departmental Discretionary

**NFCAP – Capital (Construction)**

**NINTP – Internal Projects (University funded grants)**
Project values
Project Tips

**Non Sponsored.** NSP project codes can be used on multiple chartstrings. The combination of all the chartfields in conjunction with the project code is what makes the chartstring unique.

**Sponsored Projects.** Generally a grant should only be tied to a single chartstring. You will rarely see the same grant number used on different chartstrings.
<table>
<thead>
<tr>
<th>Department</th>
<th>Fund Cat</th>
<th>Fund</th>
<th>Function</th>
<th>Project</th>
<th>PC Business Unit</th>
<th>Program</th>
<th>Purpose</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>121200</td>
<td>106</td>
<td>805038</td>
<td>220</td>
<td>1600247</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Educational &amp; General</td>
<td>State Approp-HEF</td>
<td>Research-Departmental</td>
<td></td>
<td>Fac NSP-Dixon, Richard</td>
<td>NDISC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>121200</td>
<td>201</td>
<td>840001</td>
<td>220</td>
<td>1600247</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Design Operating-Projects</td>
<td>Faculty Discretionary</td>
<td>Research-Departmental</td>
<td></td>
<td>Fac NSP-Dixon, Richard</td>
<td>NDISC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>121200</td>
<td>201</td>
<td>840002</td>
<td>220</td>
<td>1600247</td>
<td></td>
<td></td>
<td>12224</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Design Operating-Projects</td>
<td>Faculty Start Up</td>
<td>Research-Departmental</td>
<td></td>
<td>Fac NSP-Dixon, Richard</td>
<td>NDISC</td>
<td>Instrument Wkshp</td>
<td></td>
</tr>
<tr>
<td>121200</td>
<td>201</td>
<td>850000</td>
<td>220</td>
<td>1600247</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Design Operating-Projects</td>
<td>F&amp;A Recovery Fund</td>
<td>Research-Departmental</td>
<td></td>
<td>Fac NSP-Dixon, Richard</td>
<td>NDISC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>121100</td>
<td>400</td>
<td>190000</td>
<td>200</td>
<td>GF1734</td>
<td></td>
<td></td>
<td></td>
<td>NGRCT</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Sponsored Restricted - Projects</td>
<td>Federal Direct</td>
<td>Research - Sponsored</td>
<td>GN0006 499 Dixon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Project Tips

• Any chartstring with a project code is considered a project.

• Projects appear on the project report not on the Departmental Report. This includes faculty discretionary funds.

• Projects are reported life-to-date. Use transaction detail report to view a particular year at a time.

• Signature Authority (aka approval) is held at the Org-Dept level and at the Project level.
Reporting Demo
Getting Started

1. Log into my.unt.edu
2. Select the “Reports” tab
3. Reports are located in the “Financial Reporting” section
Budget Website

- **Whom to Contact**
  - Support>Whom To Contact
  - List of departmental contacts by issue (IDTs, ABAs, ePros, ePars, etc.)

- **Announcements**
  - Find out any new information you should be aware of that could affect your budget

- **Training Materials**
  - Training > Training Materials
  - List of all training documents

- **Documents**
  - Resources > Documents
  - List of Budget Management Help Documents
Questions?
Thank You.