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Cognos Reports – Project Budgets

Ellen Whatley, HPS

Rebekah Bewley, Budget Office

Agenda

Objective
The Basics
9.2 Cognos Project Reports Introduction - Demo
Wrap Up

Objective

Learn how to read the Cognos Project reports

The Basics

Project Types

Sponsored

- NGRCT – Grants and Contracts

Non Sponsored

- NDISC - Discretionary
- NFCAP - Capital
- NINTP – Internal

Project Types - Sponsored

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.

Department	Fund Cat	Fund	Function	Project	PC Business Unit	Program	Purpose	Site
121200	106	805038	220	1600247	NDISC			
Chemistry	Educational & General	State Approp-HEF	Research-Departmental	Fac NSP-Dixon, Richard				
121200	201	840001	220	1600247	NDISC			
Chemistry	Design Operating-Projects	Faculty Discretionary	Research-Departmental	Fac NSP-Dixon, Richard				
121200	201	840002	220	1600247	NDISC		12224	
Chemistry	Design Operating-Projects	Faculty Start Up	Research-Departmental	Fac NSP-Dixon, Richard			Instrument Wkshp	
121200	201	850000	220	1600247	NDISC			
Chemistry	Design Operating-Projects	F&A Recovery Fund	Research-Departmental	Fac NSP-Dixon, Richard				
121100	400	190000	200	GF1734	NGRCT			
Biological Sciences	Sponsored Restricted - Projects	Federal Direct	Research - Sponsored	GN0006499 Dixon				

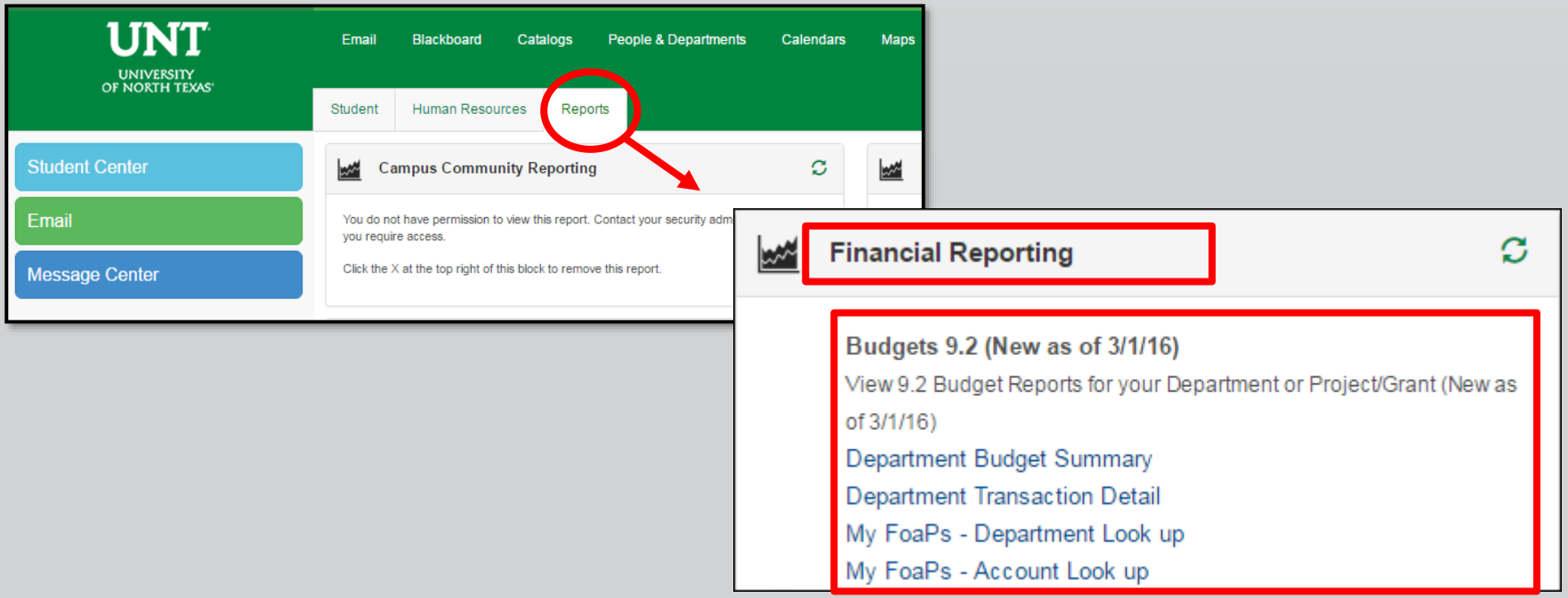
Project Tips

- 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



Resources

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?

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Thank You.