UNIVERSITY OF NORTH TEXAS

Cognos Project Reporting in 9.2
## Agenda

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<th>Objective</th>
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<tr>
<td>General Reporting Information</td>
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<tr>
<td>9.2 Cognos Project Report Introduction – Demo</td>
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<tr>
<td>Break</td>
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<td>9.2 Cognos Project Report Tracking Funds in 9.2 – Demo</td>
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<td>Wrap Up</td>
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Learn how to use 9.2 Cognos Project reports
Fundamentals

Who’s buying it?
- Chemistry (121200-105-800001-100)
- Retail Dining Services (163710-120-810030-700)

What are you buying? (Object of Expense)
- Salaries
- M&O
9.2 Cognos Reporting

Report Options

My.unt.edu > Reports tab > Financial Reporting section

• My Valid FoaPs
• 9.0 DeptID to 9.2 FoaPs Lookup (03/01/2016)
• 9.0 Account to 9.2 Account Lookup (03/01/2016)
• Project Budget Summary
• Project Transaction Detail*
  *Accessed through the Project Budget Summary
4 Project Types

Sponsored
• NGRCT – Grants & Contracts

Non-Sponsored
• NDISC – Discretionary (Faculty indirect costs)
• NFCAP – Capital (Construction)
• NINTP – Internal Projects (University funded grants)
Project Tips

• Non Sponsored Projects – Non Sponsored 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. (This concept is no different than for any chartfield.) For example:

• 190000-201-850000-220-1600122
• 130330-201-850000-220-1600122
• 130330-201-885000-220-1600122

Different Org Depts
Different Funds
9.2 Cognos Reporting

Project Tips

• Sponsored Projects (Grants) – Grant codes are the only exception to the rule that any chartfield value can be combined with any other chartfield values.

A grant code can only be tied to a single chartstring. You will never see the same grant number used on different chartstrings.
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.
1. Log into my.unt.edu
2. Select the “Reports” tab
3. Reports are located in the “Financial Reporting” section
Demo
Reports Overview
Reporting Tips

• **Dash “-” Accounts**
  No C-Level in Account Tree. Drill down for details.

• **Expenses and Revenues are reflected as positives**
  • A negative revenue reduces revenues
  • A negative expense is a credit to expenses

• **Functions are only required on expenses and I/C revenues.**
  They are not required on any other revenues (fees, sales, services, etc.). If you filter your data by function, you are limiting yourself to only seeing expenses and I/C revenues.
• First Fridays with the Budget Office
  2:30-3:30pm, 1st Friday of the Month
  Monthly informational session covering
  upcoming changes, enhancements, and
  FAQs

• FIT Website
  fit.untsystem.edu
  One-stop-shop for training materials, chart
  field lists, excel crosswalks, etc.

• Budget Office
  Budget.Office@unt.edu
  Help desk for budget and COA related
  questions
<table>
<thead>
<tr>
<th>For Help With</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>IDOs</td>
<td>• Financial Reporting - x5500 - <a href="#">FinancialReporting</a></td>
</tr>
<tr>
<td>Account Questions</td>
<td>• Financial Reporting - <a href="#">UNT FINREP</a></td>
</tr>
<tr>
<td></td>
<td>• My FoaPs Account Look Up - my.unt.edu&gt;Reports tab&gt;Financial Reporting section</td>
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<tr>
<td>ePROs</td>
<td>• Procurement - x5500 - <a href="#">bsc@untsystem.edu</a></td>
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<td></td>
<td>* The budget office can only assist with error messages that appear next to the budget check line. All other errors must be handled by Purchasing.</td>
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<tr>
<td>ePARs</td>
<td>• Payroll - x5500 - <a href="#">bsc@untsystem.edu</a></td>
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<tr>
<td>ePAR Hourly Worker Requests</td>
<td>• Career Center - x2105</td>
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<tr>
<td>ABAs</td>
<td>• Budget Office - x3231</td>
</tr>
<tr>
<td>Chart String – General</td>
<td>• Budget Office - x3231</td>
</tr>
<tr>
<td>Questions</td>
<td>• My FoaPs Department Look Up - my.unt.edu&gt;Reports tab&gt;Financial Reporting section</td>
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<tr>
<td>Chart String – Request a Change to an existing Chart String</td>
<td>• Budget Office - EMAIL <a href="#">Budget.Office@unt.edu</a></td>
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<tr>
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<td>*Include your rationale for why you believe the change is needed.</td>
</tr>
<tr>
<td>Chart String – Request a New Chart String</td>
<td>• Budget Office - EMAIL <a href="#">Budget.Office@unt.edu</a></td>
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<td>*Attach the completed 9.0 ABA form. Please do not complete the new ABA form.</td>
</tr>
<tr>
<td>Chart of Account Resources</td>
<td>• <a href="#">fit.untsystem.edu</a>, Look here for function definitions.</td>
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<tr>
<td>Payroll Journal Details</td>
<td>• Review your ePARs, or</td>
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<td></td>
<td>• Run EIS Query: myfs.unt.edu &gt; Main Menu &gt; Reporting Tools &gt; Query &gt; Query Viewer &gt; Search for “BDC_PAYROLL_JRNLDETAIL” &gt; Run to HTML or Excel</td>
</tr>
<tr>
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<td>*The column in the query results labeled “Line Description” is your Employee ID</td>
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</table>
Questions?
Thank you!