



Power BI Reports

University Budget Office

UNT Denton Campus

Agenda



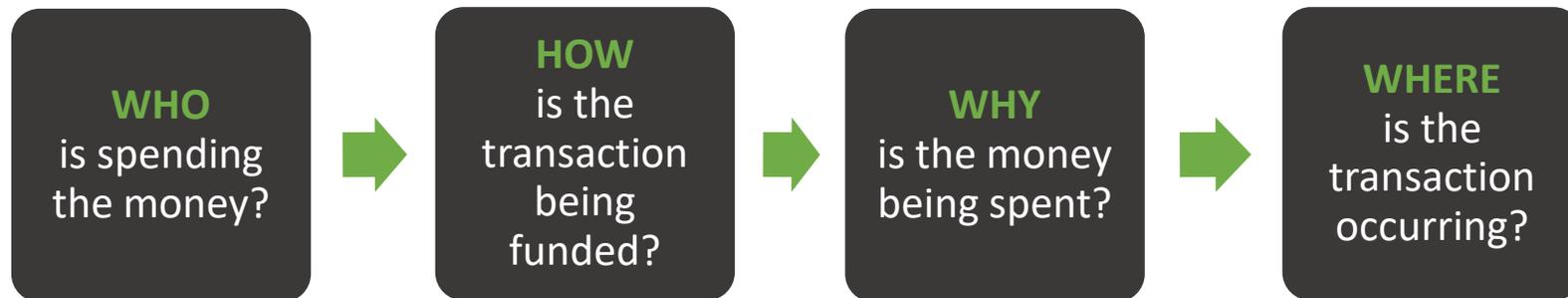
- I. Budget Basics Recap
- II. How to Navigate and Report Errors
- III. Understanding Column Headers
- IV. Budget Checking
- V. Available Reports
- VI. Resources & Access

Budget Basics Recap

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.

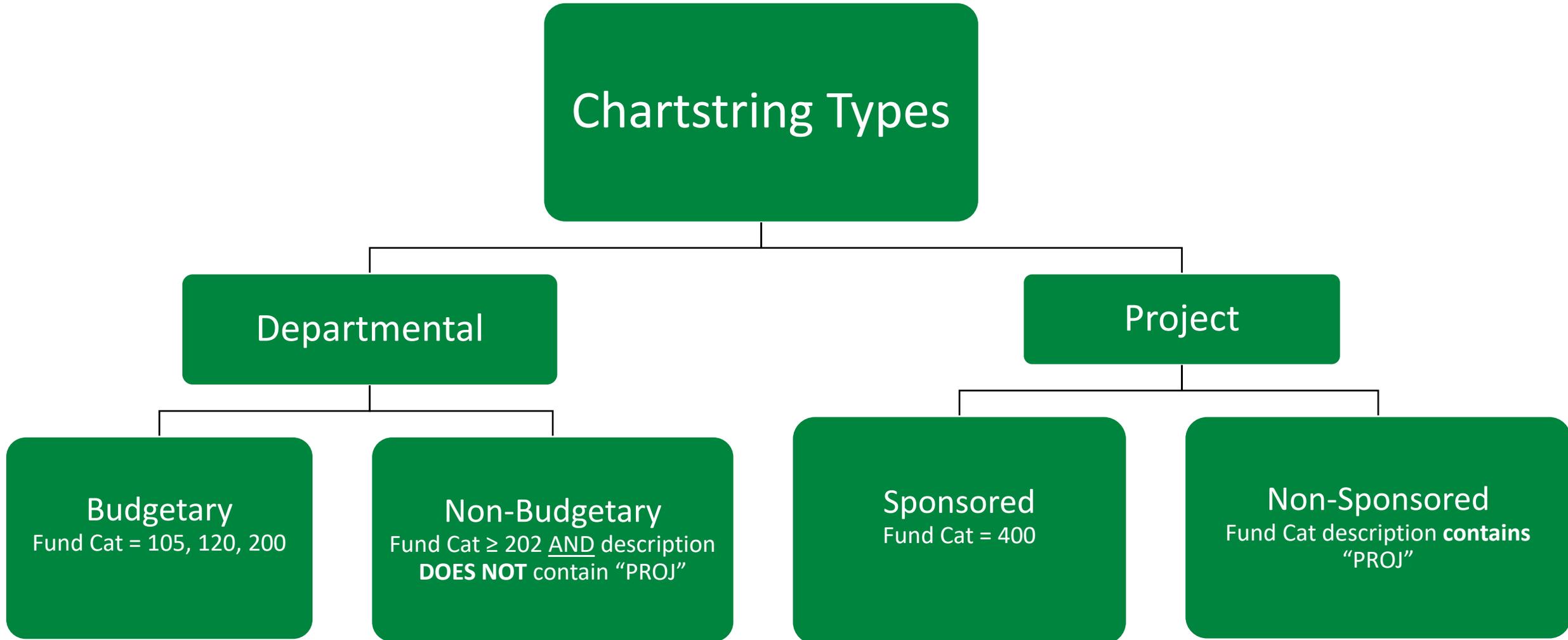
Colors of Money

- 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) <ul style="list-style-type: none"> • 105 Education & General • 106 Education & General - Projects 	DESIGNATED (LOCAL) <ul style="list-style-type: none"> • 200 Designated Operating <u>Managed</u> • 202 Designated Operating <u>General</u> • 201 Designated Operating - Project 	AUXILIARY <ul style="list-style-type: none"> • 120 Auxiliary • 121 Auxiliary - Projects 	RESTRICTED 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 Types Review



Chartstring vs Account

Chartstring

Who's buying it?
(The "bank account")

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



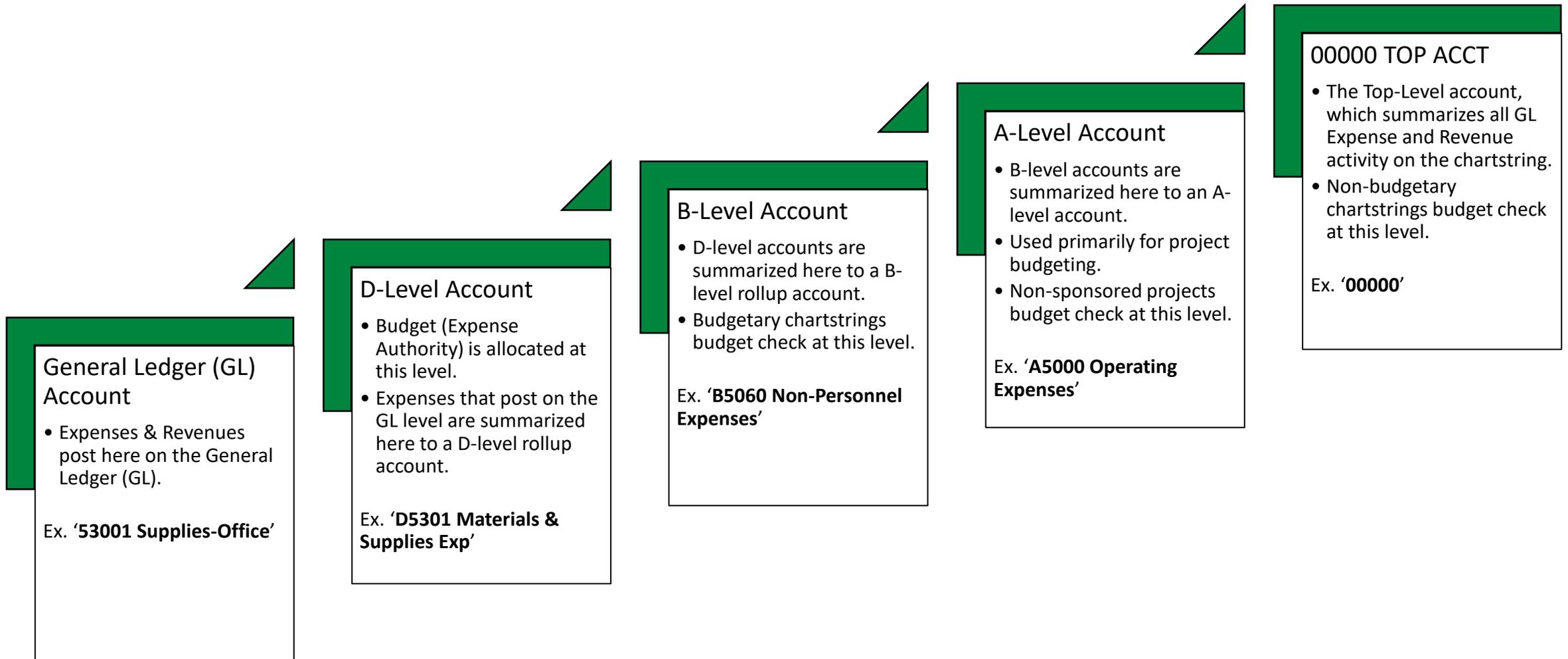
Account

What are you buying?
(Object of Expense)

- EX. Faculty Salaries
 - Budgetary "D5010"
 - GL "50101 - 50107"
- EX. Travel
 - Budgetary "D5251"
 - GL "52501 - 52707"

GL = General Ledger (actual activity)

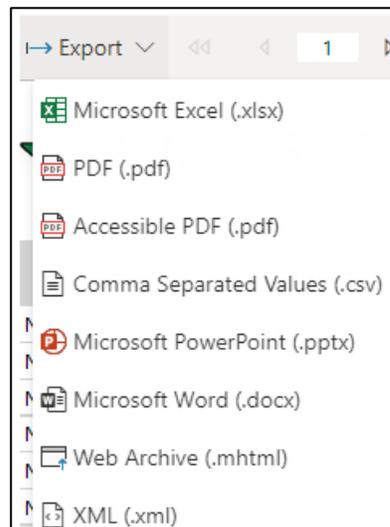
The Account Hierarchy



How to Navigate and Report Errors

How to Run the Report

- Select the report you'd like to run
 - Select via Reporting Webpage
 - Select within Microsoft Power BI
- Select Output
 - HTML
 - XLS
 - PDF
 - CSV



Power BI Reports

To request access to Power BI financial reporting, see [ServiceNow guide](#) below.

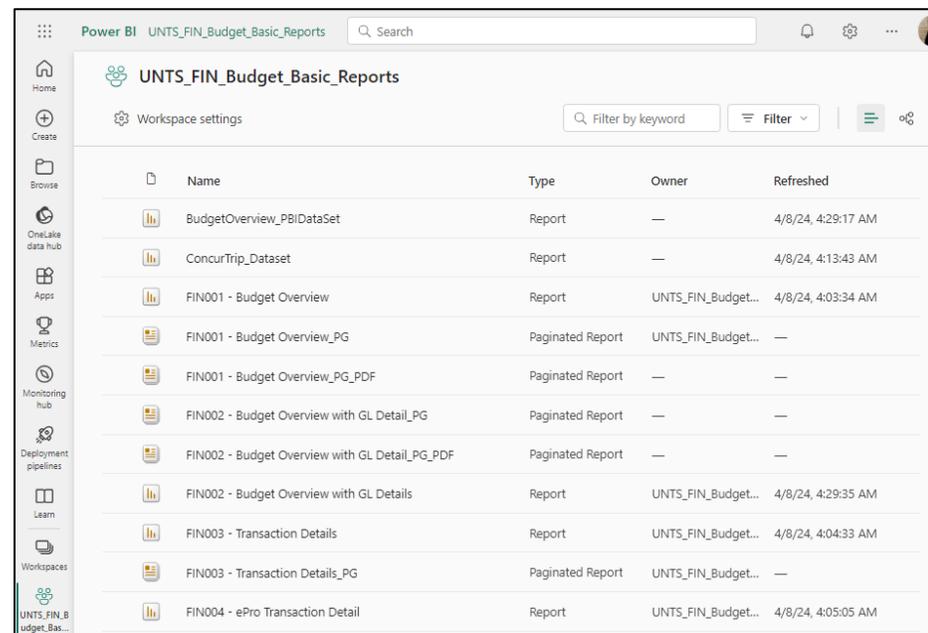
To access Power BI Training Guides and Tutorials, visit this [link](#).

To create a ServiceNow ticket with Budget Analytics, visit <https://ithelp.untsystem.edu/> (Guide)

If you have any questions, please contact Budget Analytics at BudgetAnalytics@untsystem.edu

Budget and Finance Reports

[FIN001 - Budget Overview - \(Guide\)](#)

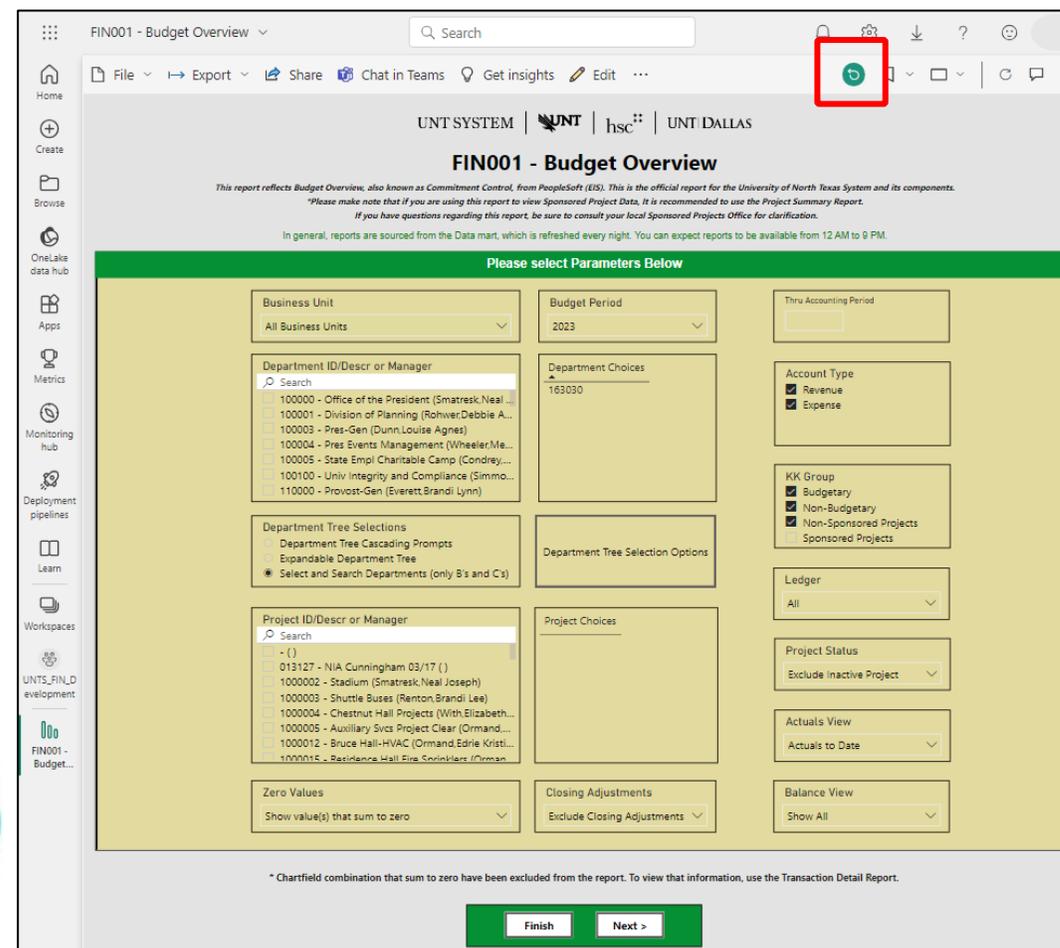


The image shows a screenshot of the Microsoft Power BI workspace 'UNTS_FIN_Budget_Basic_Reports'. The workspace contains a list of reports with the following columns: Name, Type, Owner, and Refreshed.

Name	Type	Owner	Refreshed
BudgetOverview_PBIDataSet	Report	—	4/8/24, 4:29:17 AM
ConcurTrip_Dataset	Report	—	4/8/24, 4:13:43 AM
FIN001 - Budget Overview	Report	UNTS_FIN_Budget...	4/8/24, 4:03:34 AM
FIN001 - Budget Overview_PG	Paginated Report	UNTS_FIN_Budget...	—
FIN001 - Budget Overview_PG_PDF	Paginated Report	—	—
FIN002 - Budget Overview with GL Detail_PG	Paginated Report	—	—
FIN002 - Budget Overview with GL Detail_PG_PDF	Paginated Report	—	—
FIN002 - Budget Overview with GL Details	Report	UNTS_FIN_Budget...	4/8/24, 4:29:35 AM
FIN003 - Transaction Details	Report	UNTS_FIN_Budget...	4/8/24, 4:04:33 AM
FIN003 - Transaction Details_PG	Paginated Report	UNTS_FIN_Budget...	—
FIN004 - ePro Transaction Detail	Report	UNTS_FIN_Budget...	4/8/24, 4:05:05 AM

How to Filter the Report – the Prompts Page

- Various Report Prompts allow users to filter results
- Prompt Types
 - Multi-Select Search
 - Drop Down
 - Radio Button
 - Text Box (only some numeric value prompts)
- Some prompts have default selections
- Navigate between prompt pages using “**Next**”, “**Back**”, and “**Finish**”
- Use the green **Reset Filters** option to revert to default selections

Prompts – Include/Exclude Chartfields

UNT SYSTEM | UNT | hsc | UNT DALLAS

FIN001 - Budget Overview

In general, reports are sourced from the Data mart, which is refreshed every night. You can expect reports to be available from 12 AM to 9 PM.

Use the following filters to include/exclude values from your search results:

Include Fund Category(ies) <input type="text" value="Search"/> <input type="checkbox"/> 105 <input type="checkbox"/> 106 <input type="checkbox"/> 120 <input type="checkbox"/> 121 <input type="checkbox"/> 200	Include Function(s) <input type="text" value="Search"/> <input type="checkbox"/> 100 <input type="checkbox"/> 110 <input type="checkbox"/> 120 <input type="checkbox"/> 130 <input type="checkbox"/> 132	Exclude Fund Category(ies) <input type="text" value="Search"/> <input type="checkbox"/> 105 <input type="checkbox"/> 106 <input type="checkbox"/> 120 <input type="checkbox"/> 121 <input type="checkbox"/> 200	Exclude Function(s) <input type="text" value="Search"/> <input type="checkbox"/> 100 <input type="checkbox"/> 110 <input type="checkbox"/> 120 <input type="checkbox"/> 130 <input type="checkbox"/> 132
Include Fund(s) <input type="text" value="Search"/> <input type="checkbox"/> 100003 <input type="checkbox"/> 100004 <input type="checkbox"/> 100005 <input type="checkbox"/> 100007 <input type="checkbox"/> 100008	Include Account(s) <input type="text" value="Search"/> <input type="checkbox"/> 00000 <input type="checkbox"/> 10001 <input type="checkbox"/> 10203 <input type="checkbox"/> 10205	Exclude Fund(s) <input type="text" value="Search"/> <input type="checkbox"/> 100003 <input type="checkbox"/> 100004 <input type="checkbox"/> 100005 <input type="checkbox"/> 100007 <input type="checkbox"/> 100008	Exclude Account(s) <input type="text" value="Search"/> <input type="checkbox"/> 00000 <input type="checkbox"/> 10001 <input type="checkbox"/> 10101 <input type="checkbox"/> 10203 <input type="checkbox"/> 10205
Include Department(s) <input type="text" value="Search"/> <input type="checkbox"/> 100000 <input type="checkbox"/> 100001 <input type="checkbox"/> 100003 <input type="checkbox"/> 100004 <input type="checkbox"/> 100005	Department Choices <input type="text" value="163030"/>	Exclude Department(s) <input type="text" value="Search"/> <input type="checkbox"/> 100000 <input type="checkbox"/> 100001 <input type="checkbox"/> 100003 <input type="checkbox"/> 100004 <input type="checkbox"/> 100005	Exclude Activity(ies) <input type="text" value="Search"/> <input type="checkbox"/> 001 <input type="checkbox"/> 01 <input type="checkbox"/> 101 <input type="checkbox"/> 110 <input type="checkbox"/> 115
Include Project(s) <input type="text" value="Search"/> <input type="checkbox"/> 013127 <input type="checkbox"/> 1000002 <input type="checkbox"/> 1000003 <input type="checkbox"/> 1000004	Project Choices <input type="text" value=""/>	Exclude Project(s) <input type="text" value="Search"/> <input type="checkbox"/> 013127 <input type="checkbox"/> 1000002 <input type="checkbox"/> 1000003 <input type="checkbox"/> 1000004	Exclude Program(s) <input type="text" value="Search"/> <input type="checkbox"/> 1010 <input type="checkbox"/> 1020 <input type="checkbox"/> 1021 <input type="checkbox"/> 1022 <input type="checkbox"/> 1023

UNT SYSTEM | UNT | hsc | UNT DALLAS

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Use the following filters to include/exclude values from your search results:

Include Fund Category(ies) <input type="text" value="Search"/> <input type="checkbox"/> 105 <input type="checkbox"/> 106 <input type="checkbox"/> 120 <input type="checkbox"/> 121 <input type="checkbox"/> 200	Include Function(s) <input type="text" value="Search"/> <input type="checkbox"/> 100 <input type="checkbox"/> 110 <input type="checkbox"/> 120 <input type="checkbox"/> 130 <input type="checkbox"/> 132	Exclude Fund Category(ies) <input type="text" value="Search"/> <input type="checkbox"/> 105 <input type="checkbox"/> 106 <input type="checkbox"/> 120 <input type="checkbox"/> 121 <input type="checkbox"/> 200	Exclude Function(s) <input type="text" value="Search"/> <input type="checkbox"/> 100 <input type="checkbox"/> 110 <input type="checkbox"/> 120 <input type="checkbox"/> 130 <input type="checkbox"/> 132
Include Fund(s) <input type="text" value="Search"/> <input type="checkbox"/> 100003 <input type="checkbox"/> 100004 <input type="checkbox"/> 100005 <input type="checkbox"/> 100007 <input type="checkbox"/> 100008	Include Account(s) <input type="text" value="Search"/> <input type="checkbox"/> 00000 <input type="checkbox"/> 10001 <input type="checkbox"/> 10101 <input type="checkbox"/> 10203 <input type="checkbox"/> 10205	Exclude Fund(s) <input type="text" value="Search"/> <input type="checkbox"/> 100003 <input type="checkbox"/> 100004 <input type="checkbox"/> 100005 <input type="checkbox"/> 100007 <input type="checkbox"/> 100008	Exclude Account(s) <input type="text" value="Search"/> <input type="checkbox"/> 00000 <input type="checkbox"/> 10001 <input type="checkbox"/> 10101 <input type="checkbox"/> 10203 <input type="checkbox"/> 10205
Include Department(s) <input type="text" value="Search"/> <input type="checkbox"/> 100000 <input type="checkbox"/> 100001 <input type="checkbox"/> 100003 <input type="checkbox"/> 100004 <input type="checkbox"/> 100005	Department Choices <input type="text" value="163030"/>	Exclude Department(s) <input type="text" value="Search"/> <input type="checkbox"/> 100000 <input type="checkbox"/> 100001 <input type="checkbox"/> 100003 <input type="checkbox"/> 100004 <input type="checkbox"/> 100005	Exclude Activity(ies) <input type="text" value="Search"/> <input type="checkbox"/> 001 <input type="checkbox"/> 01 <input type="checkbox"/> 101 <input type="checkbox"/> 110 <input type="checkbox"/> 115
Include Project(s) <input type="text" value="Search"/> <input type="checkbox"/> 013127 <input type="checkbox"/> 1000002 <input type="checkbox"/> 1000003 <input type="checkbox"/> 1000004	Project Choices <input type="text" value=""/>	Exclude Project(s) <input type="text" value="Search"/> <input type="checkbox"/> 013127 <input type="checkbox"/> 1000002 <input type="checkbox"/> 1000003 <input type="checkbox"/> 1000004	Exclude Program(s) <input type="text" value="Search"/> <input type="checkbox"/> 1010 <input type="checkbox"/> 1020 <input type="checkbox"/> 1021 <input type="checkbox"/> 1022 <input type="checkbox"/> 1023
Include Activity(ies) <input type="text" value="Search"/> <input type="checkbox"/> 001 <input type="checkbox"/> 01 <input type="checkbox"/> 101 <input type="checkbox"/> 110 <input type="checkbox"/> 115	Include Program(s) <input type="text" value="Search"/> <input type="checkbox"/> 1010 <input type="checkbox"/> 1020 <input type="checkbox"/> 1021 <input type="checkbox"/> 1022 <input type="checkbox"/> 1023	Exclude Purpose(s) <input type="text" value="Search"/> <input type="checkbox"/> 10001 <input type="checkbox"/> 10003 <input type="checkbox"/> 10011 <input type="checkbox"/> 10012 <input type="checkbox"/> 10013	Exclude Site(s) <input type="text" value="Search"/> <input type="checkbox"/> 1100 <input type="checkbox"/> 1101 <input type="checkbox"/> 1200 <input type="checkbox"/> 1201 <input type="checkbox"/> 1202

PC Business Unit Desc: All PC Business Units | KK_ROLLUP1 (ex: C-Level)

* FUNCTION is generally used with expense ONLY as it represents the NACUBO expense codes. If you are looking for both expenses and revenues, please do not filter for FUNCTION.

< Back | Finish | Next >

Report Results & Drill Thru Capabilities

- Reports are populated with data from EIS (Peoplesoft) and updated once per day, overnight.
- Reports are grouped by Chartstring (i.e. Dept, Fund Cat, Fund)
- Values with blue hyperlinks have drill thru capabilities to line detail reports from more summarized reports
- Click the **single arrow** to view more results
- Click the **double arrow** to view Parameter Page
 - This displays which filters were used to produce the report results



FIN001 - Budget Overview

File | Export | Share | Chat in Teams | Get insights | Edit

Back to Prompts | Actuals View | Zero Values | Closing Adjustments

Export | Open report

UNT SYSTEM Budget Overview

Department: 163030 - Summer Conferences (Davis,Laura Anne) (NT752) Fund Category: 120 - Auxiliary Fund: 810020 - Auxiliary-Housing

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue						
42051 - Housing-On-Campus	700 - Auxiliary Enterprises	0.00	26,796.00	0.00	0.00	26,796.00
C4205 - Housing		0.00	26,796.00	0.00	0.00	26,796.00
43823 - Conference and Seminar Revenue	700 - Auxiliary Enterprises	75,000.00	0.00	0.00	0.00	(75,000.00)
C4380 - Other Sales of Goods and Svcs		75,000.00	0.00	0.00	0.00	(75,000.00)
45011 - Commission Revenue	700 - Auxiliary Enterprises	0.00	862.66	0.00	0.00	862.66
C4450 - Other Operating Revenue		0.00	862.66	0.00	0.00	862.66
60145 - I/C Rentals-Space-Inc	700 - Auxiliary Enterprises	200.00	0.00	0.00	0.00	(200.00)
60148 - I/C Housing Room Charges-Inc	700 - Auxiliary Enterprises	3,000.00	0.00	0.00	0.00	(3,000.00)
60157 - I/C Conference-Inc	700 - Auxiliary Enterprises	449,240.00	0.00	0.00	0.00	(449,240.00)
C6000 - Internal Charge Income		452,440.00	0.00	0.00	0.00	(452,440.00)
Revenue - Total		527,440.00	27,658.66	0.00	0.00	(499,781.34)
Expense						
D5014 - Salaries -Staff	700 - Auxiliary Enterprises	38,000.00	0.00	0.00	0.00	38,000.00
D5031 - Wages	700 - Auxiliary Enterprises	160,000.00	503.00	0.00	0.00	159,497.00
D5050 - Payroll Related Costs	700 - Auxiliary Enterprises	14,800.00	0.00	0.00	0.00	14,800.00
B5001 - Personnel Costs		212,800.00	503.00	0.00	0.00	212,097.00
D5101 - Professional Fees & Svcs	700 - Auxiliary Enterprises	249,215.51	0.00	0.00	0.00	249,215.51
D5301 - Materials & Supplies Exp	700 - Auxiliary Enterprises	5,000.00	0.00	0.00	0.00	5,000.00
D5331 - Communication & Utilities	700 - Auxiliary Enterprises	100.00	0.00	0.00	0.00	100.00
D5350 - Repairs and Maintenance	700 - Auxiliary Enterprises	20,000.00	51.85	0.00	0.00	19,948.15
D5360 - Rental Exp-Non-Cap	700 - Auxiliary Enterprises	90,000.00	0.00	0.00	0.00	90,000.00
D5371 - Printing & Reproduction	700 - Auxiliary Enterprises	16,000.00	0.00	0.00	0.00	16,000.00
D5501 - Other Operating Exp	700 - Auxiliary Enterprises	38,000.00	0.00	0.00	0.00	38,000.00
B5000 - Non-Personnel Costs		418,315.51	51.85	0.00	0.00	418,263.66
D7001 - Transfer Expense	700 - Auxiliary Enterprises	23,750.00	23,750.00	0.00	0.00	0.00
B7001 - Transfer Expense		23,750.00	23,750.00	0.00	0.00	0.00
Expense - Total		654,665.51	24,304.85	0.00	0.00	630,360.66
Net Total		(127,225.51)	3,353.81	0.00	0.00	130,579.32
Report Total		(127,225.51)	3,353.81	0.00	0.00	130,579.32

Exporting the Report & Changing Page View

FIN001 - Budget Overview

File | **Export** | Share | Chat in Teams | Get insights | Edit

Back | **Export** | Parameters | Open report

Transaction Details

Department Descr	Fund Category	Fund Category Descr	Fund	Fund Descr	Function	Function Descr
Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
Overall Total						

Full screen | Fit to page | Fit to width | Actual size | High-contrast colors

Bookmarking Reports

FIN001 - Budget Overview

Search

File Export Share Chat in Teams Get insights Edit

Back to Prompts Actuals View Actuals to Date Zero Values Do not show value(s) that sum to zero Closing Adjustment Exclude Closing Adj

Back Export 1 Parameters Open report

 Transaction Details Budget Period: 2023

Business Unit	Department	Department Descr	Fund Category	Fund Category Descr	Fund	Fund Descr	Function	Function Descr
NT752	163030	Summer Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
NT752	163030	Summer Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
NT752	163030	Summer Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
NT752	163030	Summer Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
NT752	163030	Summer Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
NT752	163030	Summer Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
NT752	163030	Summer Conferences	120	Auxiliary	810020	Auxiliary-Housing	700	Auxiliary Enterprises
Overall Total								

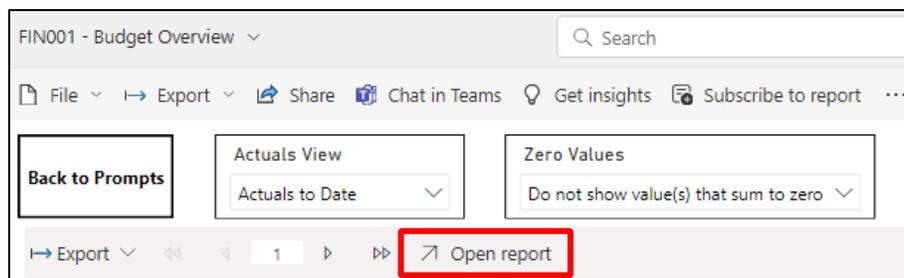
Personal bookmarks

Capture this report's current state

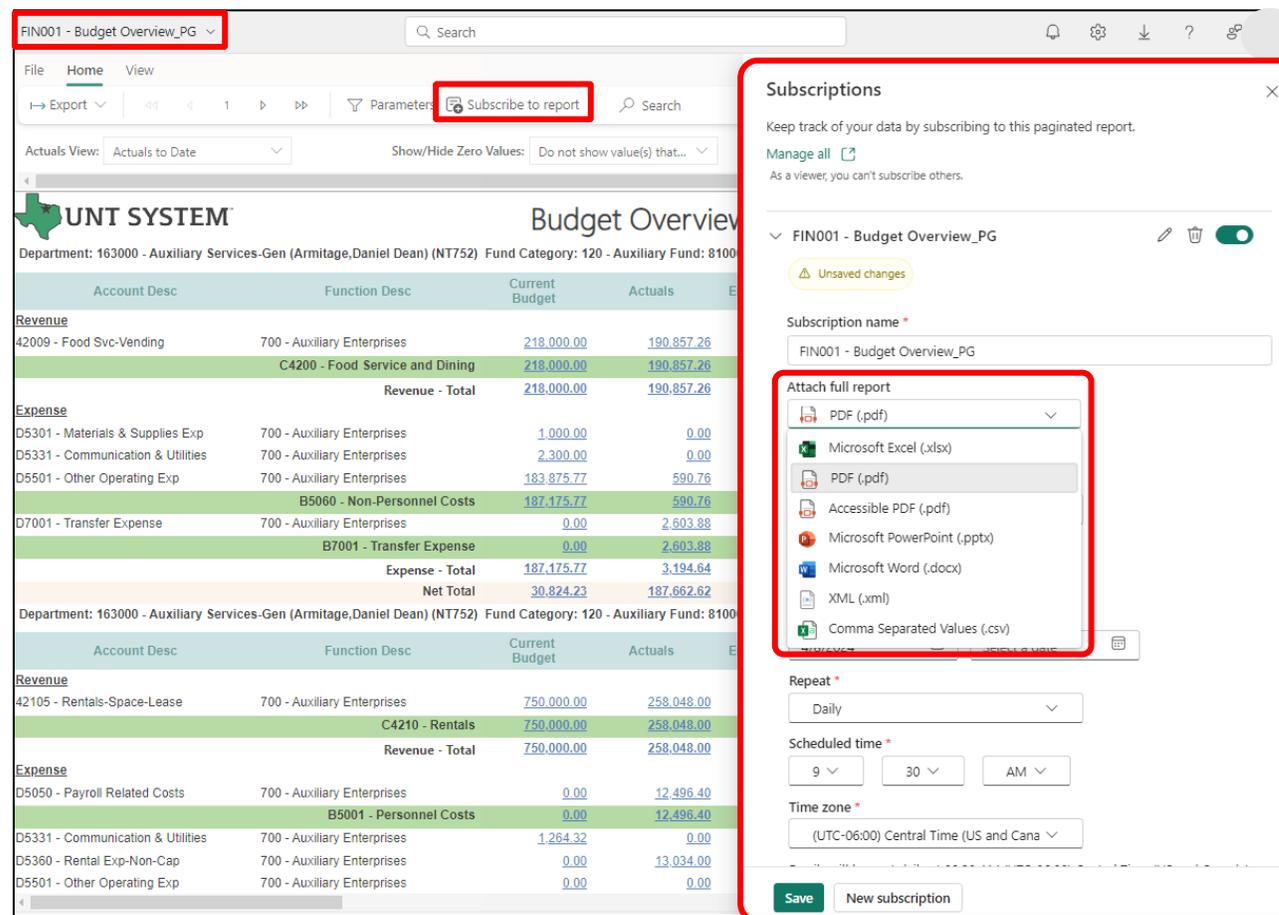
Add a personal bookmark

Show more bookmarks

Scheduling Reports



- Click the **Open Report** option to open the paginated report in a new window
- Click the **Subscribe to Report** option to create a schedule
 - This method provides all export file formats (XLS, PDF, CSV, etc.)



Email BudgetAnalytics@UNTsystem.edu for scheduling to multiple recipients

Reporting Errors

- If you run a report that returns results that you're not expecting or if you experience issues within Microsoft Power BI, please reach out to budget.office@unt.edu.
- Please attach the **“Parameter Page”** – found on the last page on any report
 - This helps replicate and isolate the issue, expediting the solution
 - Use the double arrow to view this page



FIN001 - Budget Overview

File | Export | Share | Chat in Teams | Get insights | Edit

Back to Prompts | Actuals View: Actuals to Date | Zero Values: Do not show value(s) that sum to zero | Closing Adjustments: Exclude Closing Adjustme...

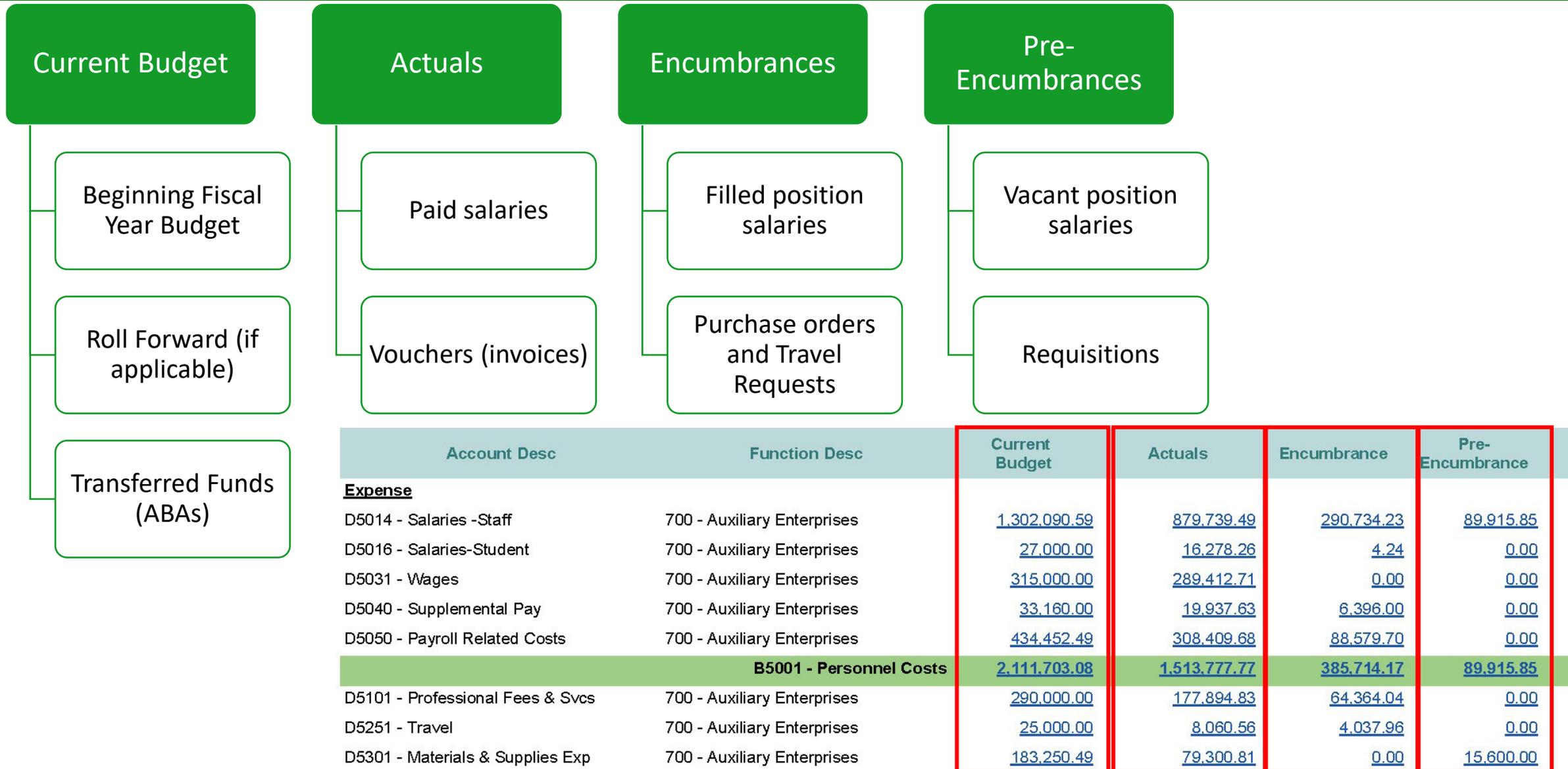
Export | Page 3 of 3 | Open report

UNT SYSTEM Budget Overview

BusinessUnit		
Department	163030,,	
Department Tree (Cascading)	Expandable Department Tree	Department Select and Search (Including B's and C's)
Project		
Account Type	Revenue,Expense	
KK Group	Budgetary,Non-Budgetary,Non-Sponsored Projects	
Thru Accounting Period		
Ledger		
Project Status	Exclude Inactive Project	
Closing Adjustments	Exclude Closing Adjustments	
Balance View	Show All	
Actuals View	Actuals to Date	
Zero Values	Do not show value(s) that sum to zero	
Budget Period	2023	
Prompt Pages 2 & 3		
	Include	Exclude
Department	163030,,	
Fund Category		
Fund		
Function		
Account		
Project		

Understanding Column Headers

Budget Report Columns



Calculating Revenue Balance

Budgetary & Non-Sponsored Projects Chartstrings

Actual Revenue

- ❖ **Positive** revenues increase your balance
- ❖ **Negative** revenues reduce your balance



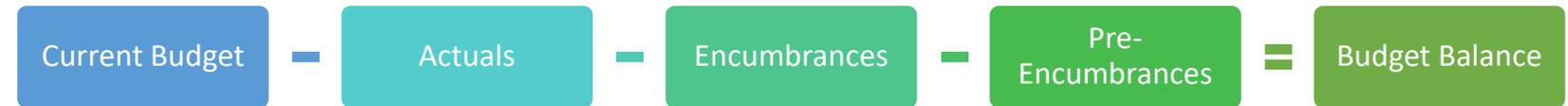
Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue						
40009 - Tuit-U/G-Board Des-Res	100 - Instruction-General	<u>53,000.00</u>	<u>65,079.35</u>	<u>0.00</u>	<u>0.00</u>	<u>12,079.35</u>
40011 - Tuit-U/G-Board Des-Non Res	100 - Instruction-General	<u>4,700.00</u>	<u>3,977.04</u>	<u>0.00</u>	<u>0.00</u>	<u>(722.96)</u>
40029 - Tuit-U/G-Save and Soar	100 - Instruction-General	<u>4,800.00</u>	<u>6,866.96</u>	<u>0.00</u>	<u>0.00</u>	<u>2,066.96</u>
	C4000 - Tuition	<u>62,500.00</u>	<u>75,923.35</u>	<u>0.00</u>	<u>0.00</u>	<u>13,423.35</u>
	Revenue - Total	<u>62,500.00</u>	<u>75,923.35</u>	<u>0.00</u>	<u>0.00</u>	<u>13,423.35</u>

Calculating Expense Balance

Budgetary & Non-Sponsored Projects Chartstrings

Actual Expenses

- ❖ **Positive** expenses
reduce your balance
- ❖ **Negative** expenses
increase your balance



Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense						
D5014 - Salaries -Staff	500 - Student Services	<u>242,852.61</u>	<u>161,901.72</u>	<u>73,492.69</u>	<u>7,505.97</u>	<u>(47.77)</u>
D5040 - Supplemental Pay	500 - Student Services	<u>3,300.00</u>	<u>2,200.00</u>	<u>1,060.00</u>	<u>0.00</u>	<u>40.00</u>
D5050 - Payroll Related Costs	500 - Student Services	<u>82,569.40</u>	<u>53,255.84</u>	<u>24,727.90</u>	<u>0.00</u>	<u>4,585.66</u>
B5001 - Personnel Costs		<u>328,722.01</u>	<u>217,357.56</u>	<u>99,280.59</u>	<u>7,505.97</u>	<u>4,577.89</u>
D5251 - Travel	500 - Student Services	<u>500.00</u>	<u>269.02</u>	<u>5,295.72</u>	<u>0.00</u>	<u>(5,064.74)</u>
D5301 - Materials & Supplies Exp	500 - Student Services	<u>4,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,000.00</u>
D5331 - Communication & Utilities	500 - Student Services	<u>5,457.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,457.00</u>
D5371 - Printing & Reproduction	500 - Student Services	<u>4,325.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,325.00</u>
D5501 - Other Operating Exp	500 - Student Services	<u>1,000.00</u>	<u>828.00</u>	<u>414.00</u>	<u>0.00</u>	<u>(242.00)</u>
B5060 - Non-Personnel Costs		<u>15,282.00</u>	<u>1,097.02</u>	<u>5,709.72</u>	<u>0.00</u>	<u>8,475.26</u>
Expense - Total		<u>344,004.01</u>	<u>218,454.58</u>	<u>104,990.31</u>	<u>7,505.97</u>	<u>13,053.15</u>

Calculating Balance (Expenses & Revenues)

Non-budgetary Chartstrings

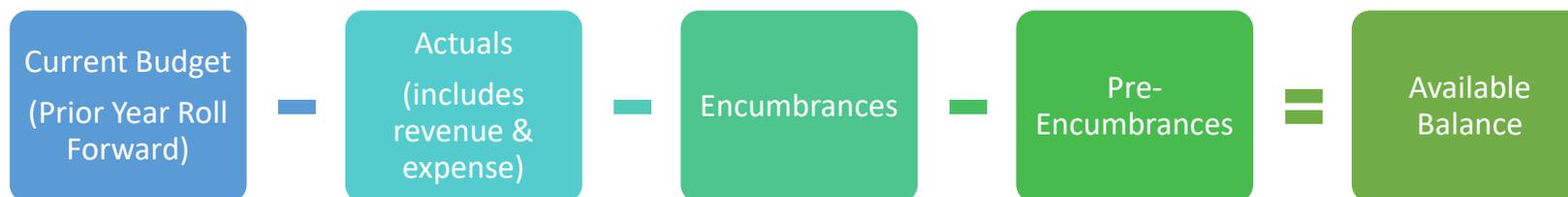
Actuals

Expenses

- ❖ **Positive** expenses reduce your balance
- ❖ **Negative** expenses increase your balance

Revenue

- ❖ **Positive** revenues reduce your balance
- ❖ **Negative** revenues increase your balance



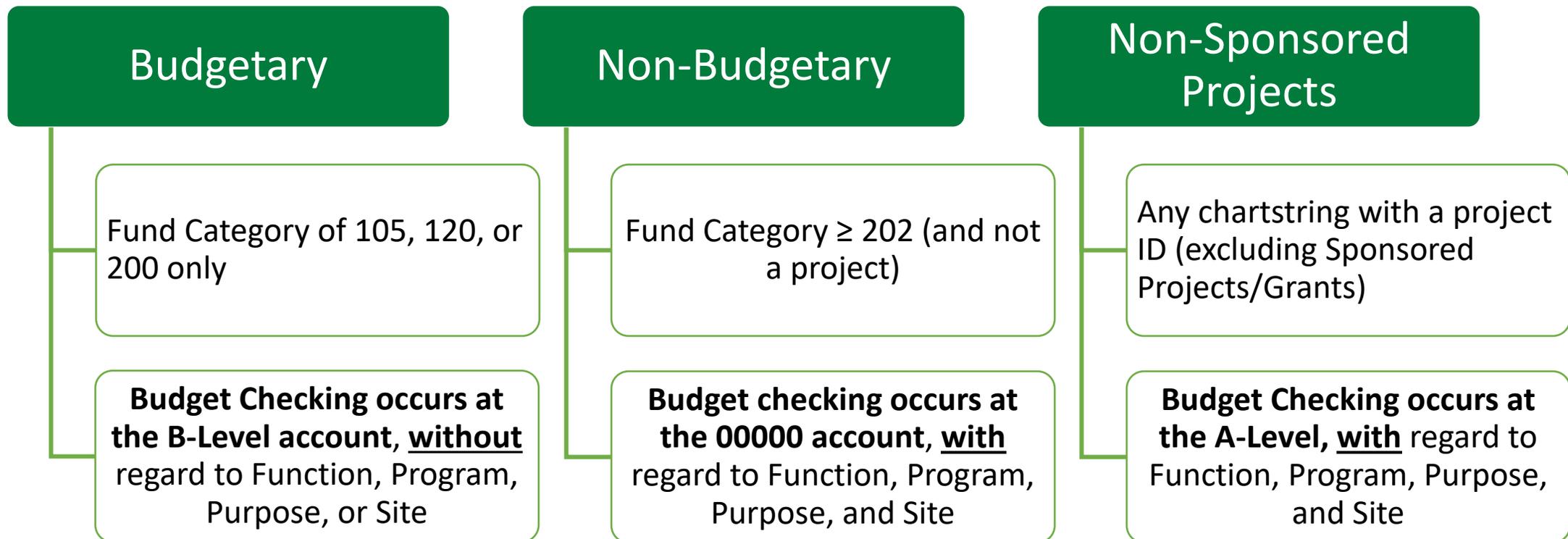
Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<u>Expense</u>						
00000 - Non-Budgetary	100 - Instruction-General	<u>20,143.14</u>	<u>(11,120.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>31,263.14</u>
00000 - Non-Budgetary	220 - Research-General	<u>(2,085.25)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(2,085.25)</u>
00000 - Non-Budgetary	630 - Scholarships and Fellowships	<u>8,700.00</u>	<u>8,600.29</u>	<u>0.00</u>	<u>0.00</u>	<u>99.71</u>
	00000 - Non-Budgetary	<u>26,757.89</u>	<u>(2,519.71)</u>	<u>0.00</u>	<u>0.00</u>	<u>29,277.60</u>

Budget Checking

Budget Checking Review

- 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.
- PeopleSoft (EIS) will review the chartstring's available balance to ensure enough funds are available.

Budget Checking occurs at different account levels in the hierarchy based on the chartstring type:



Budget Checking - Budgetary Chartstrings



Budget Overview (Summary)

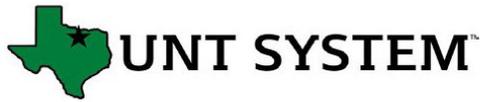
Budget Period: 2024

Account	Function	Program	Purpose	Site	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense									
D5101 - Professional Fees & Svcs	100 - Instruction-General				1,954.80	744.80	1,210.00	0.00	0.00
D5251 - Travel	100 - Instruction-General				1,992.22	5,128.20	0.00	0.00	(3,135.98) -
D5251 - Travel	100 - Instruction-General		10021 - Recruit-Faculty Search 1		3,000.00	0.00	0.00	0.00	3,000.00 +
D5251 - Travel	100 - Instruction-General		14214 - Student Travel		0.00	171.01	0.00	0.00	(171.01)
D5301 - Materials & Supplies Exp	100 - Instruction-General				6,690.31	3,941.46	0.00	0.00	2,748.85
D5331 - Communication & Utilities	100 - Instruction-General				72.98	640.00	0.00	0.00	(567.02)
D5350 - Repairs and Maintenance	100 - Instruction-General				1,200.00	1,079.98	0.00	0.00	120.02
D5360 - Rental Exp-Non-Cap	100 - Instruction-General				1,500.00	1,814.16	0.00	0.00	(314.16)
D5371 - Printing & Reproduction	100 - Instruction-General				2,500.00	2,472.75	0.00	0.00	27.25
D5501 - Other Operating Exp	100 - Instruction-General				7,725.00	9,563.72	0.00	0.00	(1,838.72)
D5501 - Other Operating Exp	100 - Instruction-General		10021 - Recruit-Faculty Search 1		0.00	469.36	0.00	0.00	(469.36)
D5501 - Other Operating Exp	400 - Academic Support		13604 - Adv&Dev-Event		200.00	0.00	0.00	0.00	200.00
B5060 - Non-Personnel Costs					26,835.31	26,025.44	1,210.00	0.00	(400.13)
D7001 - Transfer Expense	210 - Research-Sponsored C/S				96,281.00	96,281.00	0.00	0.00	0.00
B7001 - Transfer Expense					96,281.00	96,281.00	0.00	0.00	0.00
Expense - Total					123,116.31	122,306.44	1,210.00	0.00	(400.13)
Net Total					(123,116.31)	(122,306.44)	1,210.00	0.00	(400.13)

We budget at the D-Level for expenses

Budget Checking occurs at the B-Level

Budget Checking – Non-Budgetary Chartstrings



Budget Overview (Summary)

Budget Period: 2024

Department: [REDACTED] (NT752) Fund Category: 202 - Designated Operating-General Fund: 885000 - Departmental Discretionary

Account	Function	Program	Purpose	Site	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense									
00000 - Non-Budgetary	100 - Instruction-General	1715 - Out of State Teaching Fee			28,214.52	(5,124.76)	2,176.45	0.00	31,162.83
00000 - Non-Budgetary	100 - Instruction-General	1716 - Accelerated Online Program			17,161.30	13,444.47	1,624.47	0.00	2,092.36
00000 - Non-Budgetary	100 - Instruction-General				30,025.91	1,637.70	7,839.50	0.00	20,548.71
00000 - Non-Budgetary	100 - Instruction-General		11801 - Conference A		1,232.16	75.59	0.00	0.00	1,156.57
00000 - Non-Budgetary	100 - Instruction-General		18015 - General Purpose F		0.00	(34,968.42)	0.00	0.00	34,968.42
00000 - Non-Budgetary	100 - Instruction-General		18019 - General Purpose J		1,500.00	0.00	0.00	0.00	1,500.00
00000 - Non-Budgetary	100 - Instruction-General		18050 - General Purpose M		145.67	0.00	0.00	0.00	145.67
00000 - Non-Budgetary	220 - Research-General				4,108.94	357.00	0.00	0.00	3,751.94
00000 - Non-Budgetary	400 - Academic Support	1716 - Accelerated Online Program			9,846.71	7,961.71	800.00	0.00	1,085.00
00000 - Non-Budgetary	400 - Academic Support				0.00	(724.34)	0.00	0.00	724.34
00000 - Non-Budgetary	630 - Scholarships and Fellowships				7,000.00	0.00	0.00	0.00	7,000.00
00000 - Non-Budgetary					99,224.21	(17,341.05)	12,440.42	0.00	104,133.84
Expense - Total					99,224.21	(17,341.05)	12,440.42	0.00	104,133.84

Non-budgetary Chartstrings will summarize all activity to one account, 00000.

Budgeting does not occur. The amounts in the Budget column indicate the balances that rolled forward from the prior year.

Budget Checking occurs at the exact line balance, not the total balance

Budget Checking – Non-Sponsored Project Chartstrings



Budget Overview (Summary)

Budget Period: 2024

Project: [REDACTED] (NT752) Fund Category: 201 - Design Operating-Projects Fund: 850000 - F&A Recovery Fund

Account	Function	Program	Purpose	Site	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue									
44003 - Fed F&A Indirect Cst Rcvry	220 - Research-General				15,615.81	15,615.81			
C4400 - Federal Grant Revenue					15,615.81	15,615.81			
70003 - Trans from Other Funds	220 - Research-General				718.87	718.87			
70003 - Trans from Other Funds	220 - Research-General		13790 - Faculty Travel		7,638.67	7,638.67			
C7000 - Trans T/F Other Funds					8,357.54	8,357.54	0.00	0.00	0.00
Revenue - Total					23,973.35	24,034.93	0.00	0.00	61.58
Expense									
A5000 - Operating Expenses	220 - Research-General				32,596.51	22,747.55	0.00	0.00	9,848.96
A5000 - Operating Expenses	220 - Research-General		13790 - Faculty Travel		7,638.67	7,638.67	0.00	0.00	0.00
A5000 - Operating Expenses					40,235.18	30,386.22	0.00	0.00	9,848.96
A7001 - Transfer Expense	220 - Research-General				9,124.85	9,124.85	0.00	0.00	0.00
A7001 - Transfer Expense					9,124.85	9,124.85	0.00	0.00	0.00
Expense - Total					49,360.03	39,511.07	0.00	0.00	9,848.96
Net Total					(25,386.68)	(15,476.14)	0.00	0.00	9,910.54

Budgeting occurs at the GL account level for revenues

Operating Budget is allocated to A5000 – Operating Expenses
Transfers occur at A7001 – Transfer Expense

Budget Checking occurs at the exact line balance

Available Reports

Power BI Reports

Most widely used will be:

- FIN001 – Budget Overview
 - Current budget information including current available budget
- FIN002 – Budget Overview with GL Details
 - FIN001 expanded to also show GL expenses
- FIN003 – Transaction Details
 - Lists transactions for selected filters
- FIN001a – Budget Overview (Summary)
 - FIN001 w/ columns for program, purpose, and site instead – useful for budget checking
- FIN016 – Sponsored Project Summary - Budget Overview for Grant Projects
- PAY001 – Payroll Transaction Detail

The full list of reports available can be found on at <https://finance.untsystem.edu/budget-and-planning/reporting/index.php>

FIN001 – Budget Overview



Budget Overview

Available Budget

Period: 2024

Department: [Redacted] Fund Category: 200 - Designated Operating-Managed Fund: 830042 - Desig Tuition - Differentiated

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue						
40009 - Tuit-U/G-Board Des-Res	100 - Instruction-General	24,000.00	42,496.23	0.00	0.00	18,496.23
40011 - Tuit-U/G-Board Des-Non Res	100 - Instruction-General	1,900.00	2,219.54	0.00	0.00	319.54
40029 - Tuit-U/G-Save and Soar	100 - Instruction-General	3,000.00	5,119.57	0.00	0.00	2,119.57
	C4000 - Tuition	28,900.00	49,835.34	0.00	0.00	20,935.34
	Revenue - Total	28,900.00	49,835.34	0.00	0.00	20,935.34
Expense						
D5012 - Salaries-Faculty/Acad-PartTime	100 - Instruction-General	8,000.00	7,000.00	0.00	0.00	1,000.00
D5014 - Salaries -Staff	100 - Instruction-General	24,500.73	7,720.75	1,812.14	0.00	14,967.84
D5031 - Wages	100 - Instruction-General	10,880.00	10,233.10	0.00	0.00	646.90
D5040 - Supplemental Pay	100 - Instruction-General	568.04	37.19	12.03	0.00	518.82
D5050 - Payroll Related Costs	100 - Instruction-General	4,238.30	3,159.24	782.68	0.00	296.38
	B5001 - Personnel Costs	48,187.07	28,150.28	2,606.85	0.00	17,429.94
D5101 - Professional Fees & Svcs	100 - Instruction-General	421.49	13,055.00	0.00	0.00	(12,633.51)
D5251 - Travel	100 - Instruction-General	0.00	2,987.45	0.00	0.00	(2,987.45)
D5301 - Materials & Supplies Exp	100 - Instruction-General	14,962.66	4,222.79	0.00	0.00	10,739.87
D5501 - Other Operating Exp	100 - Instruction-General	4,550.00	467.25	0.00	0.00	4,082.75
D5701 - Capital Expense	100 - Instruction-General	821.00	0.00	0.00	0.00	821.00
	B5060 - Non-Personnel Costs	20,755.15	20,732.49	0.00	0.00	22.66
D7001 - Transfer Expense	100 - Instruction-General	9,898.00	9,898.00	0.00	0.00	0.00
	B7001 - Transfer Expense	9,898.00	9,898.00	0.00	0.00	0.00
	Expense - Total	78,840.22	58,780.77	2,606.85	0.00	17,452.60
			(43)	2,606.85	0.00	38,387.94

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

- Identify active chartstrings
- View budget balances
- Identify deficits at the D-level

D-Level accounts – used for ABA requests

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

FIN001a – Budget Overview (Summary)



Budget Overview Summary

Budget Period: 2024

Department: [REDACTED] (NT752) Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition

Account Desc	Function Desc	Program	Purpose	Site	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue									
70003 - Trans from Other Funds	400 - Academic Support	-	-	-	0.00	3,747.43	0.00	0.00	3,747.43
70003 - Trans from Other Funds	400 - Academic Support	1715 - Out of State Teaching Fee	-	-	65,000.00	48,531.23	0.00	0.00	(16,468.77)
C7000 - Trans T/F Other Funds					65,000.00	52,278.66	0.00	0.00	(12,721.34)
Revenue - Total					65,000.00	52,278.66	0.00	0.00	(12,721.34)
Expense									
D5101 - Professional Fees & Svcs	400 - Academic Support	-	-	-	90,103.45	51,568.62	0.00	0.00	38,534.83
D5101 - Professional Fees & Svcs	400 - Academic Support	-	13751 - Professional Associations	-	20,000.00	18,763.34	0.00	0.00	1,236.66
D5101 - Professional Fees & Svcs	400 - Academic Support	-	10181 - Strategic Initiative 1	-	58,637.79	88,110.46	0.00	0.00	(29,472.67)
D5101 - Professional Fees & Svcs	400 - Academic Support	-	18017 - General Purpose H	-	6,000.00	0.00	0.00	0.00	6,000.00
D5301 - Materials & Supplies Exp	100 - Instruction-General	-	-	-	11,325.96	0.00	0.00	0.00	11,325.96
D5301 - Materials & Supplies Exp	400 - Academic Support	1715 - Out of State Teaching Fee	-	-	60,471.43	0.00	0.00	0.00	60,471.43
D5301 - Materials & Supplies Exp	400 - Academic Support	-	11552 - Faculty Research Grants	-	184,001.37	0.00	0.00	0.00	184,001.37
D5301 - Materials & Supplies Exp	400 - Academic Support	-	11578 - Project Funding	-	59,159.97	0.00	0.00	0.00	59,159.97
D5301 - Materials & Supplies Exp	400 - Academic Support	-	-	-	923.40	0.00	0.00	0.00	923.40
D5501 - Other Operating Exp	400 - Academic Support	-	13751 - Professional Associations	-	17,632.88	8,363.32	0.00	0.00	9,269.56
D5501 - Other Operating Exp	400 - Academic Support	-	-	-	49,106.75	8,125.00	0.00	0.00	40,981.75
D5501 - Other Operating Exp	550 - Institutional Support	-	13751 - Professional Associations	-	1,353.20	1,353.20	0.00	0.00	0.00
B5060 - Non-Personnel Costs					558,716.20	176,283.94	0.00	0.00	382,432.26
D7001 - Transfer Expense	400 - Academic Support	-	11578 - Project Funding	-	50,000.00	50,000.00	0.00	0.00	0.00
B7001 - Transfer Expense					50,000.00	50,000.00	0.00	0.00	0.00
Expense - Total					608,716.20	226,283.94	0.00	0.00	382,432.26
Net Total									

- Added columns for program/purpose/site
- Ideal B-level balance for budget checking

Programs/Purposes/Sites are included as separate columns, rather than as separate account groups as in FIN001.

FIN001a B-level Balance summarizes balance of all program/purpose/site codes – giving an accurate balance for budget checking.

FIN002 – Budget Overview with GL Details

Department: [REDACTED] (NT752) Fund Category: 200 - Designated Operating-Managed Fund: 830042 - Desig Tuition - Differential

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue						
40009 - Tuit-U/G-Board Des-Res	100 - Instruction-General	24,000.00	42,496.23	0.00	0.00	18,496.23
40009 - Tuit-U/G-Board Des-Res	400 - Academic Support	0.00	0.00	0.00	0.00	0.00
40011 - Tuit-U/G-Board Des-Non Res	100 - Instruction-General	1,900.00	2,219.54	0.00	0.00	319.54
40011 - Tuit-U/G-Board Des-Non Res	400 - Academic Support	0.00	0.00	0.00	0.00	0.00
40029 - Tuit-U/G-Save and Soar	100 - Instruction-General	3,000.00	5,119.57	0.00	0.00	2,119.57
40029 - Tuit-U/G-Save and Soar	400 - Academic Support	0.00	0.00	0.00	0.00	0.00
D4000 - Tuition-Undergraduate		28,900.00	49,835.34	0.00	0.00	20,935.34
C4000 - Tuition		28,900.00	49,835.34	0.00	0.00	20,935.34
Revenue - Total		28,900.00	49,835.34	0.00	0.00	20,935.34
Expense						
51639 - Guest Artists & Musicians	100 - Instruction-General	0.00	13,055.00	0.00	0.00	(13,055.00)
D5101 - Professional Fees & Svcs	100 - Instruction-General	421.49	0.00	0.00	0.00	421.49
D5101 - Professional Fees & Svcs		421.49	13,055.00	0.00	0.00	(12,633.51)
52501 - TIS Non-Airfare-Public Trans	100 - Instruction-General	0.00	450.84	0.00	0.00	(450.84)
52507 - TIS Act Exp-Overnight Trvl	100 - Instruction-General	0.00	1,908.00	0.00	0.00	(1,908.00)
52509 - TIS Incidental Exp	100 - Instruction-General	0.00	628.61	0.00	0.00	(628.61)
D5251 - Travel		0.00	2,987.45	0.00	0.00	(2,987.45)
53003 - Supplies-Instructional	100 - Instruction-General	0.00	4,222.79	0.00	0.00	(4,222.79)
D5301 - Materials & Supplies Exp	100 - Instruction-General	14,962.66	0.00	0.00	0.00	14,962.66
D5301 - Materials & Supplies Exp		14,962.66	4,222.79	0.00	0.00	10,739.87
55201 - Honoraria and Speakers	100 - Instruction-General	0.00	150.00	0.00	0.00	(150.00)
55353 - Event Food & Beverage	100 - Instruction-General	0.00	317.25	0.00	0.00	(317.25)
D5501 - Other Operating Exp	100 - Instruction-General	4,550.00	0.00	0.00	0.00	4,550.00
D5501 - Other Operating Exp		4,550.00	467.25	0.00	0.00	4,082.75
D5701 - Capital Expense	100 - Instruction-General	821.00	0.00	0.00	0.00	821.00
D5701 - Capital Expense		821.00	0.00	0.00	0.00	821.00
B5060 - Non-Personnel Costs		36,755.15	36,733.10	0.00	0.00	22.66
- Instruction-General			0.00	0.00	0.00	(9,898.00)
- Instruction-General			0.00	0.00	0.00	9,898.00
D7001 - Transf		0.00	0.00	0.00	0.00	0.00
B7001 - Transf		0.00	0.00	0.00	0.00	0.00
Expe		9	0.00	0.00	0.00	22.66
		5	0.00	0.00	0.00	20,958.00

- Identify active chartstrings
- View budget balances
- View expenses by GL account
- Find Account #s for IDTs
- ❖ Budget = D-level Account
- ❖ Actual Expenses = GL Account

GL Accounts – full numeric accounts used for IDTs & Journals

D-Level Account – the subtotal of all GL accounts in the D-level's hierarchy/roll-up



FIN003 – Transaction Details

Transaction details has 65 column headings. Below is a sample of some of those headings.

Journal Line Reference	Employee Name	Employee Email	Source System	Vendor ID	Vendor Name	Vendor Status	Document Type		
Contract?	Invoice ID	Requisition ID	Req Line	Purchase Order ID	PO Line	Voucher ID	Voucher Line	Voucher ID Related	Paid on Voucher
Payment Count	Last Payment ID Ref	Fiscal Year	Budget Period	Accounting Period	Accounting Period Descr	Time Stamp			

Here is an insert from Transaction Details searching for transactions occurring between February and April.

Posted Date	Journal ID	Journal Line #	Journal Date	Header Descr	Line Descr	Budget Entry Type	Revenue Budget	Revenue Actual	Expense Budget	Expense Actual	Encumbrance	Pre-Encumbrance
Apr 04, 2024	GC00282230	2	Apr 03, 2024	Travel Card Journal	AMERICAN AIRLIN-Airfare		0.00	0.00	0.00	1,147.80	0.00	0
Apr 03, 2024	AP00282384	743	Apr 03, 2024	AP Accruals	Event Food Beverage		0.00	0.00	0.00	266.69	0.00	0
Apr 03, 2024	AP00282384	484	Apr 03, 2024	AP Accruals	Tips/Gratuities		0.00	0.00	0.00	53.34	0.00	0
Apr 03, 2024	AP00282384	549	Apr 03, 2024	AP Accruals	Hotel Tax: 52509		0.00	0.00	0.00	65.85	0.00	0
Apr 03, 2024	AP00282384	577	Apr 03, 2024	AP Accruals	Tips/Gratuities		0.00	0.00	0.00	5.00	0.00	0
Apr 03, 2024	AP00282384	513	Apr 03, 2024	AP Accruals	3. Individual Dinner		0.00	0.00	0.00	25.07	0.00	0
Apr 03, 2024	AP00282384	529	Apr 03, 2024	AP Accruals	2. Individual Lunch		0.00	0.00	0.00	14.46	0.00	0
Apr 03, 2024	AP00282384	499	Apr 03, 2024	AP Accruals	Ground Transportation		0.00	0.00	0.00	60.95	0.00	0
Apr 03, 2024	AP00282384	532	Apr 03, 2024	AP Accruals	Hotel		0.00	0.00	0.00	495.00	0.00	0
Apr 03, 2024	AP00282384	501	Apr 03, 2024	AP Accruals	AIRFARE		0.00	0.00	0.00	614.20	0.00	0
	CNE0282226	84	Apr 03, 2024	Concur Encumbrance	6G9P_DAILY ALLOWANCE		0.00	0.00	0.00	0.00	(206.50)	0
	CNE0282226	85	Apr 03, 2024	Concur Encumbrance	6G9P_GROUND TRANSPORTATION		0.00	0.00	0.00	0.00	(170.00)	0
	CNE0282226	83	Apr 03, 2024	Concur Encumbrance	6G9P_AIRFARE		0.00	0.00	0.00	0.00	(500.00)	0
	CNE0282226	86	Apr 03, 2024	Concur Encumbrance	6G9P_HOTEL		0.00	0.00	0.00	0.00	(650.00)	0
Apr 02, 2024	PL00281579	466	Mar 31, 2024	P-Card Journal - Local	AMAZON.COM INC-Office funtion		0.00	0.00	0.00	113.13	0.00	0
Apr 02, 2024	PL00281579	963	Mar 31, 2024	P-Card Journal - Local	WAL-MART STORES-Coffee consump		0.00	0.00	0.00	139.00	0.00	0
Apr 02, 2024	PL00281579	1174	Mar 31, 2024	P-Card Journal - Local	AMAZON.COM INC-Office funtion		0.00	0.00	0.00	72.25	0.00	0
Apr 02, 2024	PL00281579	465	Mar 31, 2024	P-Card Journal - Local	SUMMUS INDUSTRI-Printing		0.00	0.00	0.00	260.00	0.00	0
Apr 02, 2024	PL00281579	467	Mar 31, 2024	P-Card Journal - Local	AMAZON.COM INC-Wooden file ca		0.00	0.00	0.00	59.98	0.00	0
Mar 20, 2024	AP00280422	463	Mar 20, 2024	AP Accruals	Personal/Non Reimbursable		0.00	0.00	0.00	25.96	0.00	0
	CNE0280079	9	Mar 18, 2024	Concur Encumbrance	6FYM_HOTEL		0.00	0.00	0.00	0.00	650.00	0
	CNE0280079	10	Mar 18, 2024	Concur Encumbrance	6FYM_REGISTRATION - CONFERENCE		0.00	0.00	0.00	0.00	450.00	0
	CNE0280079	7	Mar 18, 2024	Concur Encumbrance	6FYM_DAILY ALLOWANCE		0.00	0.00	0.00	0.00	206.50	0
	CNE0280079	8	Mar 18, 2024	Concur Encumbrance	6FYM_GROUND TRANSPORTATION		0.00	0.00	0.00	0.00	170.00	0
	CNE0280079	6	Mar 18, 2024	Concur Encumbrance	6FYM_AIRFARE		0.00	0.00	0.00	0.00	500.00	0
	CNE0278805	108	Mar 07, 2024	Concur Encumbrance	6P6M_HOTEL		0.00	0.00	0.00	0.00	400.00	0
	CNE0278805	106	Mar 07, 2024	Concur Encumbrance	6P6M_DAILY ALLOWANCE		0.00	0.00	0.00	0.00	197.50	0
	CNE0278805	107	Mar 07, 2024	Concur Encumbrance	6P6M_GROUND TRANSPORTATION		0.00	0.00	0.00	0.00	100.00	0
Mar 15, 2024	AP00279824	289	Mar 15, 2024	AP Accruals	Tips/Gratuities		0.00	0.00	0.00	4.70	0.00	0
Mar 15, 2024	AP00279824	273	Mar 15, 2024	AP Accruals	Group Meals		0.00	0.00	0.00	35.44	0.00	0
Mar 01, 2024	PL00277283	6003	Feb 29, 2024	P-Card Journal - Local	AMAZON.COM INC-Navigation		0.00	0.00	0.00	12.99	0.00	0

FIN003 – Transaction Details

Please select Parameters Below :

Wildcard Prompts
Partial values are accepted using the '?' character (i.e. CAPC?????)

<p>Requisition</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input type="checkbox"/> (Blank) <input type="checkbox"/> 0000004639 <input type="checkbox"/> 0000004641 <input type="checkbox"/> 0000004642 	<p>Purchase Order</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input type="checkbox"/> (Blank) <input type="checkbox"/> 0000000913 <input type="checkbox"/> 0000001205 <input type="checkbox"/> 0000001295 	<p>Voucher</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input type="checkbox"/> (Blank) <input type="checkbox"/> 00006715 <input type="checkbox"/> 00012229
<p>Invoice</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input type="checkbox"/> (Blank) <input type="checkbox"/> - RF Cohort 2 Stipend - Due 10 <input type="checkbox"/> #01 <input type="checkbox"/> #1 	<p>Journal ID</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input type="checkbox"/> (Blank) <input type="checkbox"/> 00181871R <input type="checkbox"/> 0148835R2 	<p>Journal Line Reference</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input type="checkbox"/> (Blank) <input type="checkbox"/> ? CONFEREN <input type="checkbox"/> 0
<p>Journal Line Header Description</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input checked="" type="radio"/> Petri dishes 60 x 15mm 500c <input type="radio"/> - Requested by Robert Ortega <input type="radio"/> #39;-Dichloro-p-xylyene PN#D0 	<p>Journal Line Description</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input type="radio"/> - <input type="radio"/> Petri dishes 60 x 15mm 500c <input type="radio"/> Petri dishes 60 x 15mm 500cs CAT# F... 	<p>Journal Line Description (Trip ID)</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input type="checkbox"/> - <input type="checkbox"/> Pe <input type="checkbox"/> #29
<p>Journal Line Number</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input type="checkbox"/> (Blank) <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 10 	<p>Journal Date</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input type="checkbox"/> 2/24/2016 <input type="checkbox"/> 2/23/2016 <input type="checkbox"/> 12/23/2017 <input type="checkbox"/> 11/18/2017 	<p>Exclude Journal(s)</p> <input type="text" value="Search"/> <ul style="list-style-type: none"> <input type="checkbox"/> (Blank) <input type="checkbox"/> 00181871R <input type="checkbox"/> 0148835R2

Document Type

Source

Vendor

- 0000000003
- 0000000004

Budget Entry Type

Account Type L2

- Expense
- Internal Charge

GL Accounts

- 00000
- 23001

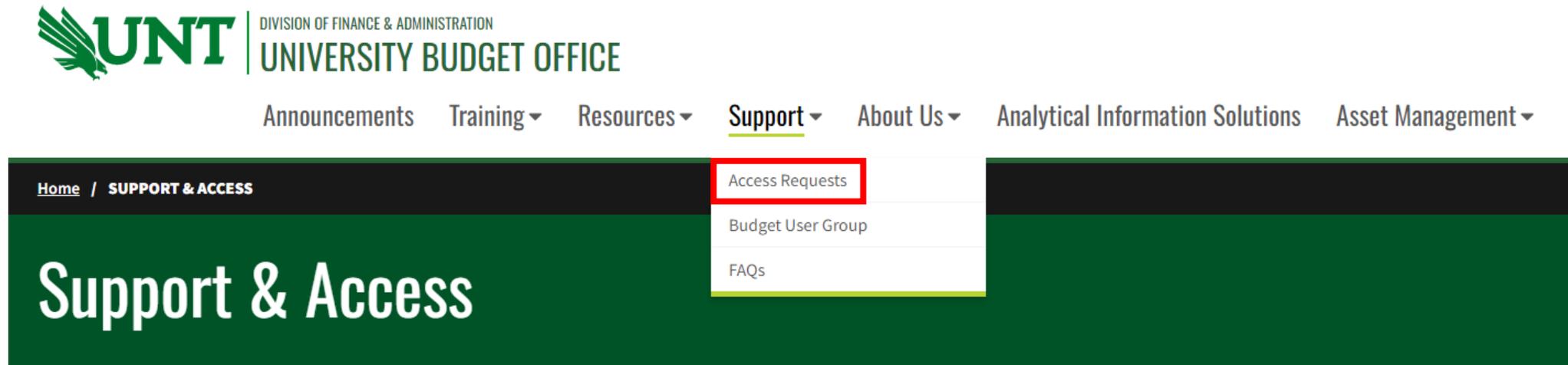
KK_ROLLUP1 (ex: C-Level)

- Wildcard Prompts
- Search by:
 - Journal ID
 - Req/PO/Invoice
 - Fiscal Year
 - Vendor

Resources & Access

Requesting Access

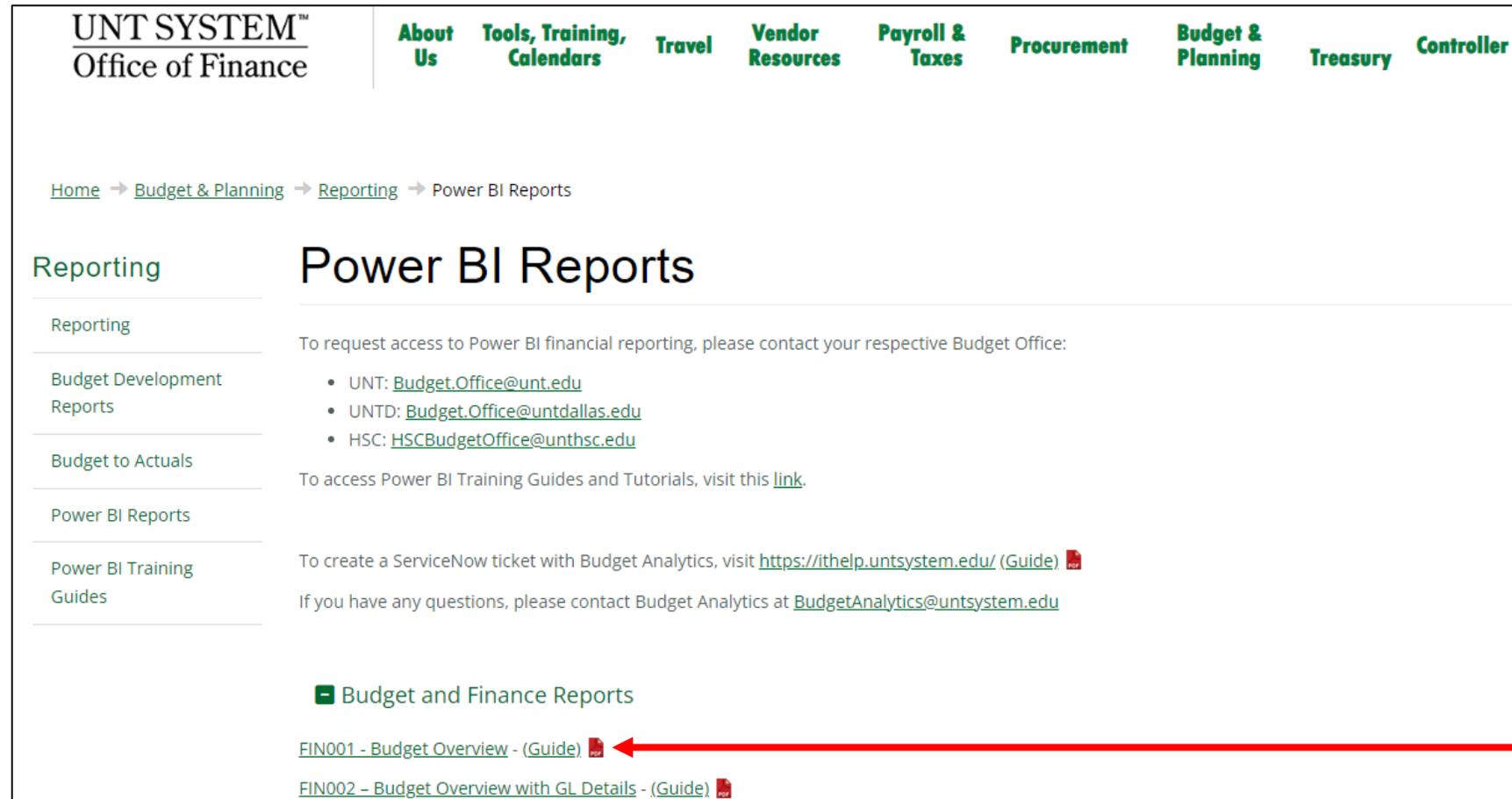
- To request access to Power BI reports, reach out to the University Budget Office at Budget.Office@unt.edu or use the access request form under the support tab on the budget office website, budget.unt.edu
- If requesting access via email, copy your supervisor and provide your EUID & employee ID#.



The screenshot shows the website header for the University Budget Office. The logo on the left includes the UNT bird icon and the text 'UNIVERSITY BUDGET OFFICE'. The navigation menu contains: Announcements, Training, Resources, Support, About Us, Analytical Information Solutions, and Asset Management. The 'Support' menu is open, showing 'Access Requests', 'Budget User Group', and 'FAQs'. A red box highlights 'Access Requests'. Below the navigation is a dark green banner with 'Support & Access' in white text. A breadcrumb trail reads 'Home / SUPPORT & ACCESS'.

UNT System Finance Resources

- UNT System Budget & Planning Reporting webpage: <https://finance.untsystem.edu/budget-and-planning/reporting/index.php>
- For assistance scheduling reports for email delivery, reach out to BudgetAnalytics@untsystem.edu



The screenshot shows the UNT SYSTEM Office of Finance website. The navigation menu includes: About Us, Tools, Training, Calendars, Travel, Vendor Resources, Payroll & Taxes, Procurement, Budget & Planning, Treasury, and Controller. The breadcrumb trail is: Home → Budget & Planning → Reporting → Power BI Reports. The main heading is "Power BI Reports". Below this, there is a section for "Reporting" with a sidebar menu containing: Reporting, Budget Development Reports, Budget to Actuals, Power BI Reports, and Power BI Training Guides. The main content area contains the following text: "To request access to Power BI financial reporting, please contact your respective Budget Office:" followed by a bulleted list of email addresses: UNT: Budget.Office@unt.edu, UNTD: Budget.Office@untdallas.edu, and HSC: HSCBudgetOffice@unthsc.edu. Below this, it says "To access Power BI Training Guides and Tutorials, visit this [link](#)." and "To create a ServiceNow ticket with Budget Analytics, visit <https://ithelp.untsystem.edu/> (Guide) ". It also says "If you have any questions, please contact Budget Analytics at BudgetAnalytics@untsystem.edu". At the bottom, there is a section titled "Budget and Finance Reports" with two links: "FIN001 - Budget Overview - (Guide)  ←" and "FIN002 - Budget Overview with GL Details - (Guide) ". A red arrow points from the text "see the PDF icon" on the right towards the first link.

PDF Report Guides available for select reports, see the  icon

Resources – Budget Office Website

Training Materials

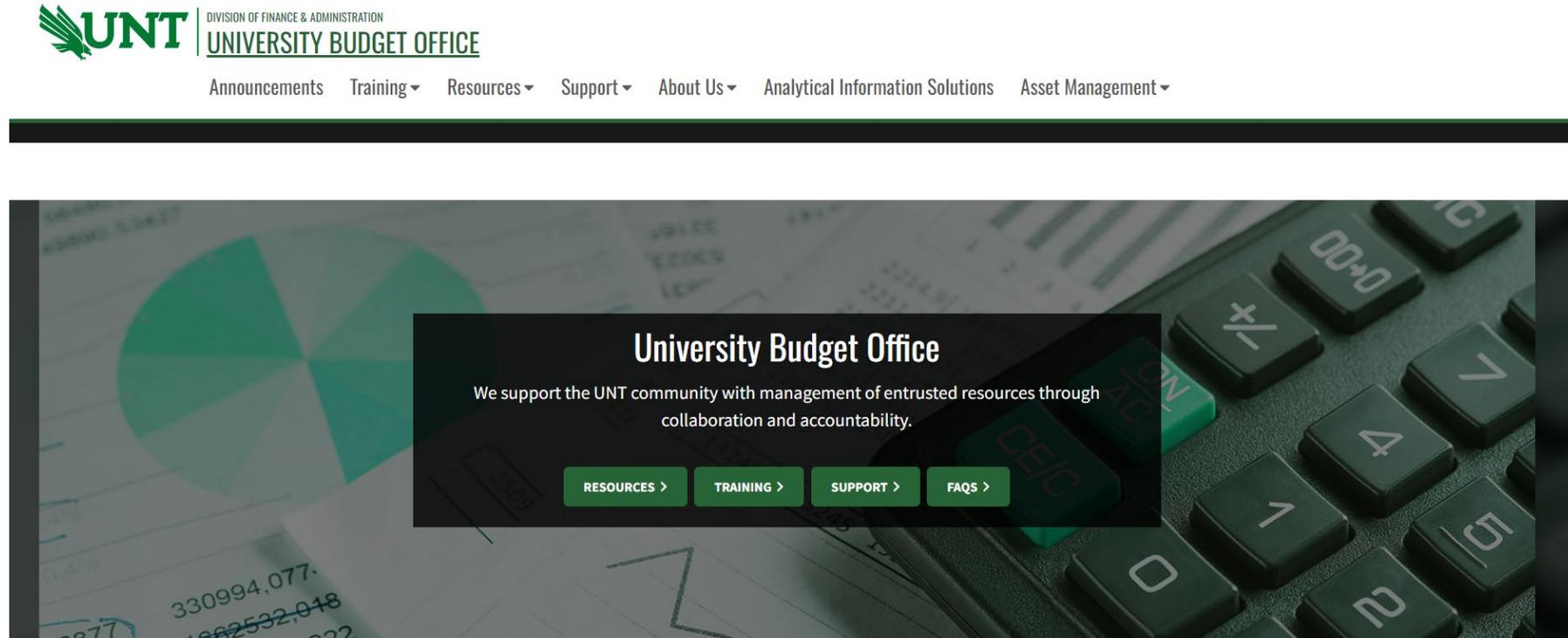
- PowerPoints
- Handouts

Documents

- Valid Fund Category & Fund Combinations
- Requisition Category Codes
- Closing Rules
- Common Terms
- Common Journal Headers
- Chartfield Value trees (list of available values and their rollup hierarchy)

Support

- Access Requests
- Find your BUG! – the Budget User Group



Welcome to the UNT Budget Office website!

budget.unt.edu
Budget.Office@unt.edu