University of North Texas
Health Science Center at Fort Worth

Introduction Training
Cognos Budget Reports

Presented by:
Institutional Budget Office

Introduction

   Welcome to the Introduction Training for the Cognos Budget Reports. This manual is a tool to help you better understand and navigate through the Cognos Budget Reports. The Cognos Budget Reports offer you the ability to review and reconcile your Dept ID/Project ID by providing you multiple levels of detail data. The data that is in the reports is compiled from transactions that have been processed by numerous areas within the University. The reports pull Accounting, Purchasing, Payroll and Budget Data into one location for you to review. By doing this it enables all areas of the University to better manage their Departments and troubleshoot any issues by contacting the appropriate area for help.

   In order to access the Cognos Budget reports you will need to request security access from the Financial Systems Department. The Financial Systems Department has created a form for you to fill out requesting the access. The form can be found on their webpage located at the link below;

<div align="center">

http://www.hsc.unt.edu/departments/FinancialSystems/index.htm

</div>

Once you have navigated to their webpage you will need to click on the forms tab and then select the Cognos Report Security Form. After you have completed the necessary information on the form you will then need to send it to the EIS Helpdesk mailbox at EIS_Helpdesk@hsc.unt.edu. You will also need to copy your manager or Department Head on this e-mail so that the request will be processed.

Navigation to the Cognos Budget Reports:

To navigate to the Cognos Budget Reports you will need to log into the HSC Portal. This link is located on the HSC Intranet.

Once you have logged into the Portal you will see your homepage that will be similar to the one shown below.

On this page you will be able to select the type of report you are wanting to review.

Reports available are:

Departmental Budget Summary – Use to monitor all State and Local Dept ID's
Project/Grant Budget Summary – Use to monitor all Grant ID's
Departmental Management Report – Shows data in a Monthly format for all State and Local Dept ID's
Project Grant Management Report - Shows data in a Monthly format for all Grant ID's

Entering Report Criteria:

Once you have selected the type of report you are wanting to review you will need to enter report criteria to run.

Criteria needed:

Business Unit – This will always default in as HS763 – UNT Health
        Science Center. ***DO NOT CHANGE THIS***

Dept ID – You have two ways of selecting a Dept ID. You can type a Dept ID into the
        blank field or you can select the Dept ID from the list provided.

Budget Year – This will always default to the current Budget Year. If you are wanting to
        review the previous Budget year you can select this option in the year
        selection box provided. If you are wanting to select a year that is not the
        current year or the previous year you will need to click on deselect under
        the Budget Year box and then type in the year you are wanting to review
        into the blank field provided.

Budget Summary Page:

After submitting the criteria your report will run and open to a page similar to the one below.

This is the main summary page for your Dept ID or Project/Grant ID.

UNT Health Science Center at Fort Worth
Summary
Fiscal Year-To-Date

Dept: 10600
OFFICE OF INST BUDGETS
Holder: Hebert,Susan G

ReportID: GBBD_DEPT_SUM
Budget Year: 2008
Run Date: 23-Jul-08

Detail Transaction List
Departmental Encumbrance Report

Account	Description	Budget	Transfer	Revenue	Expenditure	Pre-Encumbrance	Encumbrance	Balance
EXPENDITURES								
B01900	Regular Staff Salary Expense	$356,692.90	$0.00	$0.00	$313,778.24	$0.00	$30,709.53	$12,205.13
B01910	Hourly/Task Wage Expense	$18,302.08	$0.00	$0.00	$7,248.50	$0.00	$0.00	$11,053.58
B00003	– PAYROLL & BENEFITS TOTAL	$374,994.98	$0.00	$0.00	$321,026.74	$0.00	$30,709.53	$23,258.71
B08100	M&O	$47,539.94	$0.00	$0.00	$38,274.00	$0.00	$555.41	$8,710.53
B00004	– OPERATING & OTHER TOTAL	$47,539.94	$0.00	$0.00	$38,274.00	$0.00	$555.41	$8,710.53
EXPENDITURES TOTAL		$422,534.92	$0.00	$0.00	$359,300.74	$0.00	$31,264.94	$31,969.24
NET AVAILABLE								$31,969.24

On this page you will be able to do the following:

- Quickly identify your remaining balance (Net Available)

- Review and reconcile each account within your Dept ID (ex. B01900 Regular Salaries)

- Drill down on each Blue Hyperlink to find detail for each account in the Dept ID

- Drill down into a Detail Transaction Report for all transactional detail relating to the Dept ID

- Drill down to an Encumbrance report to see outstanding PO's and Vouchers

Reviewing Salaries:

To review Salaries you will need to click on the Blue Hyperlink for the salaries that you a wanting to review.

Salary Accounts you might see on your report:

B00900 – Faculty Salaries
B01900 – Regular Staff Salaries (Non-Classified and Classified)
B01910 – Hourly/Task Wages

You will be able to drill down on any of these Accounts that show on your report.

Reviewing Salaries (cont.)

Once you have clicked on the Salaries that you are wanting to review you will be directed to a page similar to the one below.

On this page you will see 3 different types of Journal Entries that will contain Salary data.

Types of Journals:
- HE – Encumbrance journals, these will show the encumbering and disencumbering of filled positions.
- HP – Pre-Encumbrance journals, these will show the encumbering and disencumbering of vacant positions.
- HR – Payroll Expense journals, these journals show what has been expensed out per month.

You will be able to drill down on each journal to review the detail for that time period. Every month there will be an HE journal and an HR journal. If you have Vacant Positions you will also have an HP journal.

At the bottom the page you will be able to page down to see more data lines. Depending on the Salary Account that you are looking at you will need to drill down to see all data related to the Dept ID.

Once you have found the journal that you are wanting to review you can drill down on the Document Details hyperlink.

Reviewing Salaries (cont.)

After drilling down on the Document Details hyperlink you will be forwarded to a page similar to the one below.

This page will give you details relating to the transaction. In the case above we selected the HR journal for July. This page provides you with the ability to monitor and reconcile Salaries for the Dept ID.

From this page you can also drill down into an individual's record to show paycheck detail. Once you have selected an Employee ID you will be directed to a page that will look similar to the one shown below.

Returning to a pervious page:

At the top of the report there will be an area with a row of icons, the third icon is a dropped down box used to move you backwards to previous pages.
DO NOT USE THE BACK BUTTON
Using the Back button on your browser will return you to the original submit page where you will have to reenter your criteria to rerun the report.

The drop down box will give you a number of different options depending on how many pages you have been to. You are able to select any of the hyperlinks that are provided to you.

Example:
You are currently on the Employee Paycheck Detail and you want to go back to the main Summary page you will select the last hyperlink in the box in order to do this.

This will keep you from having to retrace your steps through every page that you have been to.

Hourly/Task Wages Account Review:

Another type of Salary information that you can review is the Hourly/Task Wages Account (hyperlink B01910 on the main Summary Page). The hyperlink will take you to a page similar to the one below.

Summary Account Detail Transactions
Fiscal Year-To-Date

Department ID: 10600
OFFICE OF INST BUDGETS
Holder: Hebert, Susan G
Account / Object Code: B01910
Hourly/Task Wage Expense

ReportID: GBBD_DEPT_PSUMM_ACCT_DT

Budget Year: 2008
Run Date: 23-Jul-08

Account / Object Code	Document	Document Details	Description	Date	Budget	Revenue	Expenditure	Pre-Encumbrance	Encumbrance
500060 LUMP SUM TERMINATION PAYMENT	JE_HR00089270	Details	Payroll Distribution Journals	06-DEC-07	$0.00	$0.00	$2,463.50	$0.00	$0.00
					$0.00	$0.00	$2,463.50	$0.00	$0.00
500064 ONE-TIME MERIT INCREASE	JE_HR00085953	Details	Payroll Distribution Journals	19-OCT-07	$0.00	$0.00	$4,785.00	$0.00	$0.00
					$0.00	$0.00	$4,785.00	$0.00	$0.00
B01910 Hourly/Task Wage Expense	BU_0000103487		Hourly/Task Wage Expense	30-JUN-08	($10,000.00)	$0.00	$0.00	$0.00	$0.00
	BU_0000096280		Hourly/Task Wage Expense	06-MAR-08	($20,000.00)	$0.00	$0.00	$0.00	$0.00
	BU_0000092241		Hourly/Task Wage Expense	25-JAN-08	$2,463.50	$0.00	$0.00	$0.00	$0.00
	BU_0000089484		Hourly/Task Wage Expense	09-DEC-07	($37,940.42)	$0.00	$0.00	$0.00	$0.00
	BU_0000087729		Hourly/Task Wage Expense	12-NOV-07	$4,785.00	$0.00	$0.00	$0.00	$0.00
	BU_0000084500		Hourly/Task Wage Expense	01-OCT-07	$40,000.00	$0.00	$0.00	$0.00	$0.00
	BU_FY08B01910		Hourly/Task Wage Expense	01-SEP-07	$38,994.00	$0.00	$0.00	$0.00	$0.00
					$18,302.08	$0.00	$0.00	$0.00	$0.00
			B01910 Hourly/Task Wage Expense		$18,302.08	$0.00	$7,248.50	$0.00	$0.00

This page will have drill down capability to review/reconcile all activity that has hit your wages account.

On the example above you also see where the beginning budget and any Budget Transfers that have been made have happened.

Beginning Budget journals will always have the Fiscal year that the journal is for and the Account in the name.
        Example: FY08B01910
Budget Transfers completed by the Budget Office will always start with BU.

Reviewing M&O:

To review any information relating to M&O (Maintenance and Operation) you will need to select the B08100 – M&O Account on the main Summary Page.

After selecting the Blue Hyperlink for M&O you will be directed to a page that will look similar to the page below.

Reviewing M&O (cont.):

On this page you will be able to review a number of different types of transaction that have hit your M&O.

UNT Health Science Center at Fort Worth

Summary Account Detail Transactions

Fiscal Year-To-Date

Department ID: 10600
OFFICE OF INST BUDGETS
Holder: Hebert, Susan G
Account / Object Code: B08100
M&O

ReportID: GBBD_DEPT_OSUMM_ACCT_DTL

Budget Year: 2008
Run Date: 23-Jul-08

Return to Departmental Summary Prompt Page

Account / Object Code	Document	Requisition / Purchase Order#	Description / Vendor	Buyer	Requestor	Voucher Reference	Transaction Date	Budget	Revenue	Expenditure	Pre-Encumbrance	Encumbrance
500414 PARTS- COMP EQUIP-EXP	PO_0000053515	0000037133	COMPUQUICK INC	Castlebury, Bettie Lynn			21-JUL-08	$0.00	$0.00	$0.00	($246.00)	$246.00
500414 PARTS- COMP EQUIP-EXP	RQ_0000037133		COMPUQUICK INC		INSTITUTIONAL BUDGETS		17-JUL-08	$0.00	$0.00	$0.00	$246.00	$0.00
500300 TIS-PUB TRANS FARE	VO_00127133		MUELLER, MICHAEL			T002116 AUSTIN TX 06-25-08	09-JUL-08	$0.00	$0.00	$262.49	$0.00	$0.00
500301 TIS-MILEAGE	VO_00127133		MUELLER, MICHAEL			T002116 AUSTIN TX 06-25-08	09-JUL-08	$0.00	$0.00	$40.91	$0.00	$0.00
500303 TIS-INCIDENTAL EXP	VO_00127133		MUELLER, MICHAEL			T002116 AUSTIN TX 06-25-08	09-JUL-08	$0.00	$0.00	$57.65	$0.00	$0.00
500304 TIS-MEALS & LODGING	VO_00127133		MUELLER, MICHAEL			T002116 AUSTIN TX 06-25-08	09-JUL-08	$0.00	$0.00	$157.00	$0.00	$0.00
821360 C/S DR - PAGER SERVICE	JE_0000103511		Pager use for the month of Jun				01-JUL-08	$0.00	$0.00	$5.75	$0.00	$0.00

The Different types of Transaction that hit M&O and the areas responsible for the transaction are as follows:

- PO – Purchase Orders (Purchasing)
- REQ – Requisition (ePro – Purchasing)
- VO – Voucher Payment (Accounts Payable)
- JE – Journal Entry (Accounting and Budgets)
- BU – Budget Transfer (Budget)

Questions you have relating to any of these transactions would need to be directed to the area responsible for the transaction.

Just like in the Salary screens you are able to drill down on all blue hyperlinks for more detail relating to the individual transaction.

Reviewing M&O (cont.):

Below are some examples of the drill down pages in M&O.

PO drill down – You can also link to the associated Requisition and Voucher from this page if applicable.

UNT Health Science Center at Fort Worth
Purchase Order Journal Detail

PO#: PO_0000053515
PO Date: 21-JUL-08

ReportID: GBBD_DEPT_PO_JRNL_DTL

Budget Year: 2008
Run Date: 23-Jul-08

Purchase Order Status	Category Type	Budget Date	Department ID	Account / Object Code	Vendor	Description	Unit of Measure	Price	Quantity	Total Cost
Dispatched	Power Supplies: Surge Protecto	17-JUL-08	10600	500414 PARTS- COMP EQUIP-EXP	COMPUQUICK INC	#BE350R; 350 VA Back-UPS ES System, backup battery and surge protector.	Each	$41.00	6.00	$246.00
Summary									6.00	$246.00

Related Requisition	Related Voucher
RQ_0000037133	

Requisition drill down - You can also link to the associated Purchase Order and Voucher from this page if applicable.

Requisition: RQ_0000037133
RQ Date: 17-JUL-08

ReportID: GBBD_DEPT_RQ_JRNL_DTL

Budget Year: 2008
Run Date: 23-Jul-08

Requisition Status	Origin	Requestor Name	Budget Date	Approval Date	Department ID	Account / Object Code	Vendor	Description	Unit of Measure	Price	Quantity	Total Cost
Approved	Online	INSTITUTIONAL BUDGETS	17-JUL-08	21-JUL-08	10600	500414 PARTS- COMP EQUIP-EXP	COMPUQUICK INC	350VA BackUPS ES System	Each	$41.00	6.00	$246.00
Summary											6.00	$246.00

Related Purchase Order	Related Voucher
PO_0000053515	

Voucher drill down - You can also link to the associated Purchase Order and Requisition from this page if applicable.

Voucher Journal Detail

Voucher: VO_00116088
VO Date: 20-FEB-08

ReportID: GBBD_DEPT_VO_JRNL_DTL

Budget Year: 2008
Run Date: 23-Jul-08

Budget Date	Invoice Date	Department ID	Account / Object Code	Vendor	Description	Unit of Measure	Price	Quantity	Total Cost
18-FEB-08	20-FEB-08	10600	B08100 M&O	REGENT SALES INC	Installation	Each	$95.00	1.00	$95.00
18-FEB-08	20-FEB-08	10600	B08100 M&O	REGENT SALES INC	#C9734B; Transfer Kit CLJ 5500	Kit	$187.41	1.00	$187.41
18-FEB-08	20-FEB-08	10600	B08100 M&O	REGENT SALES INC	Shipping, est.	Each	$5.00	1.00	$5.00
Summary								3.00	$287.41

Related Requisition	Related Purchase Order
RQ_0000031947	PO_0000048742

Other available reports:

On the main Summary page you will see two blue hyperlinks towards the top of the page titled Detail Transaction List and Departmental Encumbrance Report. These reports will provide you with alternative ways to review and reconcile the data for your Dept ID or Project ID.

These reports will provide the following:

Detail Transaction List – This report will pull all transactions that have hit your Dept ID into one report. These transactions will include any Salaries, Wages, Fringe and M&O that have posted to your Dept ID.

Departmental Encumbrance Report – This report will show you all encumbrance data that has occurred on your Dept ID. This report will include all Salary encumbrance data as well as all Purchase Order Encumbrance data.

Detail Transaction List Report:

After selecting the <u>Detail Transaction List</u> report you will be directed to a page similar to the page below.

UNT Health Science Center at Fort Worth
Detail Transactions
Budget Year-To-Date

Department ID: 10600
OFFICE OF INST BUDGETS
Holder: Hebert, Susan G

ReportID: GBBD_DEPT_JRL_ACCT_DTL
Budget Year: 2008
Run Date: 23-Jul-08

Document	Account / Object Code	Requistion / Purchase Order#	Description / Vendor	Buyer	Requestor	Voucher Reference	Transaction Date	Budget	Transfers	Revenue	Expenditure	Pre-Encumbrance	Encumbrance
EXPENDITURES													
BU_0000086377	B01900 Regular Staff Salary Expense		Regular Staff Salary Expense				24-OCT-07	$34,875.48					
BU_0000089484	B01900 Regular Staff Salary Expense		Regular Staff Salary Expense				09-DEC-07	$37,940.42					
BU_FY08B01900	B01900 Regular Staff Salary Expense		Regular Staff Salary Expense				01-SEP-07	$283,877.00					
JE_HE00082349	500052 HE SAL - PROF/ADM EMPLOYEES		Payroll/Fringe Enc Journals				10-SEP-07						$170,962.50
JE_HE00082349	500055 HE SAL - CLASSIFIED EMPLOYEES		Payroll/Fringe Enc Journals				10-SEP-07						$112,914.00
JE_HE00083732	500052 HE SAL - PROF/ADM EMPLOYEES		Payroll/Fringe Enc Journals				24-SEP-07						($14,246.88)
JE_HE00083732	500055 HE SAL - CLASSIFIED EMPLOYEES		Payroll/Fringe Enc Journals				24-SEP-07						($9,409.50)
JE_HE00085392	500052 HE SAL - PROF/ADM EMPLOYEES		Payroll/Fringe Enc Journals				12-OCT-07						$28,817.71
JE_HE00085803	500052		Payroll/Fringe				18-OCT-07						$3,151.54

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Like the other drill down pages you will need to click the page down link at the bottom of the page to review all of the data provided. Depending on how much activity is on the Dept ID this report can be very large.

Tip: All journals will appear first on the report followed by any Purchase Orders, Requisitions and Vouchers.

	CONSUMABLES		SUPPLY	Laughlin									
PO_0000039636	500401 CONSUMABLES		BINSWANGER GLASS	Propst, Margarett A			02-OCT-07						
PO_0000041659	500552 PP-MAINT & REP-COMP EQUIP-EXP	0000023999	REGENT SALES INC	Castlebury, Bettie Lynn			06-JUN-07						
PO_0000041659	500552 PP-MAINT & REP-COMP EQUIP-EXP	0000023999	REGENT SALES INC	Castlebury, Bettie Lynn			06-JUN-07						($1,392.00)
PO_0000042664	500413 PP- FURN EQUIP & 'TF' XP		INTELLIGENT INTERIORS	St John, Lydia R			02-OCT-07						

	SERVICES												
RQ_0000037133	500414 PARTS- COMP EQUIP-EXP		COMPUQUICK INC		INSTITUTIONAL BUDGETS		17-JUL-08					$246.00	
VO_00101508	500552 PP-MAINT & REP-COMP EQUIP-EXP	0000041659	REGENT SALES INC			46432	05-SEP-07				$1,392.00		($1,392.0
VO_00103874	500300 TIS-PUB TRANS FARE		MUELLER, MICHAEL			T000316 AUSTIN, TX 00-17	05-OCT-07				$303.48		

Departmental Encumbrance Report:

After selecting the Departmental Encumbrance Report you will be directed to a page that is similar to the one below.

UNT Health Science Center at Fort Worth
Encumbrance Details
Budget Year-To-Date

Department ID: 10600
OFFICE OF INST BUDGETS
Holder: Hebert, Susan G

ReportID: GBBD_DEPT_ENCUMB
Budget Year: 2008
Run Date: 23-Jul-08

Document	Exp / Description	Reference	PO Line Description	Vendor / Description	Invoice Date	Buyer	Encumbrance
JE_HE00082349	HE SAL - PROF/ADM EMPLOYEES (500052)			Payroll/Fringe Enc Journals	30-SEP-07		$170,962.50
	HE SAL - CLASSIFIED EMPLOYEES (500055)			Payroll/Fringe Enc Journals	30-SEP-07		$112,914.00
JE_HE00082349 TOTAL							**$283,876.50**
JE_HE00083732	HE SAL - PROF/ADM EMPLOYEES (500052)			Payroll/Fringe Enc Journals	30-SEP-07		($14,246.88)
	HE SAL - CLASSIFIED EMPLOYEES (500055)			Payroll/Fringe Enc Journals	30-SEP-07		($9,409.50)
JE_HE00083732 TOTAL							**($23,656.38)**
JE_HE00085392	HE SAL - PROF/ADM EMPLOYEES (500052)			Payroll/Fringe Enc Journals	31-OCT-07		$28,817.71
JE_HE00085392 TOTAL							**$28,817.71**
JE_HE00085803	HE SAL - PROF/ADM EMPLOYEES (500052)			Payroll/Fringe Enc Journals	31-OCT-07		$3,151.54
JE_HE00085803 TOTAL							**$3,151.54**
JE_HE00085949	HE SAL - PROF/ADM EMPLOYEES (500052)			Payroll/Fringe Enc Journals	31-OCT-07		($17,153.17)
	HE SAL - CLASSIFIED EMPLOYEES (500055)			Payroll/Fringe Enc Journals	31-OCT-07		($9,409.50)
JE_HE00085949 TOTAL							**($26,562.67)**
JE_HE00086709	HE SAL - CLASSIFIED EMPLOYEES (500055)			Payroll/Fringe Enc Journals	31-OCT-07		($33,031.35)
JE_HE00086709 TOTAL							**($33,031.35)**
JE_HE00088408	HE SAL - PROF/ADM EMPLOYEES (500052)			Payroll/Fringe Enc Journals	21-NOV-07		($17,153.17)
	HE SAL - CLASSIFIED EMPLOYEES (500055)			Payroll/Fringe Enc Journals	21-NOV-07		($6,376.63)
JE_HE00088408 TOTAL							**($23,529.80)**
JE_HE00089590	HE SAL - PROF/ADM EMPLOYEES (500052)			Payroll/Fringe Enc Journals	11-DEC-07		$43,850.00
JE_HE00089590 TOTAL							**$43,850.00**
JE_HE00090446	HE SAL - PROF/ADM EMPLOYEES (500052)			Payroll/Fringe Enc Journals	31-DEC-07		($20,963.17)
	HE SAL - CLASSIFIED EMPLOYEES (500055)			Payroll/Fringe Enc Journals	31-DEC-07		($6,073.00)
JE_HE00090446 TOTAL							**($27,036.17)**
JE_HE00091953	HE SAL - PROF/ADM EMPLOYEES (500052)			Payroll/Fringe Enc Journals	23-JAN-08		($22,153.17)
	HE SAL - CLASSIFIED EMPLOYEES (500055)			Payroll/Fringe Enc Journals	23-JAN-08		($6,073.00)
JE_HE00091953 TOTAL							**($28,226.17)**
JE_HE00093605	HE SAL - CLASSIFIED EMPLOYEES (500055)			Payroll/Fringe Enc Journals	13-FEB-08		$22,387.92

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This report is very helpful for looking at outstanding Purchase Orders and reconciling payments made. You will be able to see if a PO has been completed paid or how much is remaining. Like the Detail Transaction report you will need to page down to review the PO and Voucher information.

PO_0000047759	PP- FURN EQUIP & OTHR - EXP (500413)	0000030668	MR123AAMAJG1BBZKBK7Q06 Herman Miller Mirra chair, full-featured Cappuccino, triflex back, graphite frame, Dark Cappuccino seat. includes delivery and installation.	INTELLIGENT INTERIORS INC	11-JAN-08	St John,Lydia R	$567.32
	PP- FURN EQUIP & OTHR - EXP (500413)	VO_00114361		INTELLIGENT INTERIORS INC	08-FEB-08	E.D7026	($567.32)
PO_0000047759 TOTAL							**$0.00**
PO_0000048451	PP-COMPUTER EQUIP-CONTROLLED (500417)	0000031582	#222-7944; Laptop, Dell Latitude D830, Intel Core 2 Duo T7500, 2.20 GHz, 800Mhz 4M l2 Cache, Dual core.	COMPUQUICK INC	07-FEB-08	Castlebury,Bettie Lynn	$1,899.00
	PP-COMPUTER EQUIP-CONTROLLED (500417)	VO_00116060		COMPUQUICK INC	20-FEB-08	654487	($1,899.00)
PO_0000048451 TOTAL							**$0.00**
PO_0000048742	PP-MAINT & REP-COMP EQUIP-EXP (500552)	0000031947	#C9734B; Transfer Kit CLJ 5500, Customer Installed Part to repair printer.	REGENT SALES INC	20-FEB-08	Castlebury,Bettie Lynn	$187.41
	PP-MAINT & REP-COMP EQUIP-EXP (500552)	0000031947	Installation	REGENT SALES INC	20-FEB-08	Castlebury,Bettie Lynn	$95.00
	PP-MAINT & REP-COMP EQUIP-EXP (500552)	0000031947	Shipping, est.	REGENT SALES INC	20-FEB-08	Castlebury,Bettie Lynn	$15.40
	PP-MAINT & REP-COMP EQUIP-EXP (500552)	VO_00116088		REGENT SALES INC	20-FEB-08	46984	($287.41)
PO_0000048742 TOTAL							**$10.40**
PO_0000053515	PARTS- COMP EQUIP-EXP (500414)	0000037133	#BE350R; 350 VA Back-UPS ES System, backup battery and surge protector.	COMPUQUICK INC	21-JUL-08	Castlebury,Bettie Lynn	$246.00
PO_0000053515 TOTAL							**$246.00**
GRAND TOTAL							**$31,264.94**

Jul 23, 2008   9:11:33 AM

Appendix

Below is a list of useful information relating to the Cognos Reports and everyday Budgeting.

Account – Line Items within your Budget or GL accounts.
    Example: B00900 – Faculty Salaries
                B01900 – Regular Staff Salaries
                B01910 – Hourly/Task Wages
                B08100 – M&O

Encumbrance – Purchase Orders and filled Positions cause Encumbrances.

Pre-Encumbrance – Requisitions, Vacant Positions and Positions on Leave without pay cause Pre-Encumbrances.

Expenses – All payments made out of the Dept ID will show as an expense. These include IDT's from Service Departments, Voucher payments and Salary Payments.

PO – Purchase Order (processed by the Purchasing Office)

RQ – Requisition (processed in ePro by the Department and sent to Purchasing)

VO – Voucher (processed by Accounts Payable)

BU – Budget Transfer processed by the Budget Office moving money either from one Dept ID to another or moving money from one account to another.

JE – Journal entry (processed by Accounting and Budget Office

Dept ID – Department ID used for daily Expenses. This includes all State and Local numbers. Example 10600 – Institutional Budget Office

Project ID – Grant number used for expense processing. Example G70000

H Department – This is a Departments Base Department. Example H10600