

**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;

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

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.

The screenshot shows the University of North Texas Health Science Center at Fort Worth portal. The main content area is titled "Financial Reporting" and includes sections for "Budgets", "Payroll", and "HUB Reporting".

- Budgets:** View Budget Reports for your Department or Project/Grant. Links include: Departmental Budget Summary, Project/Grant Budget Summary, Departmental Management Report, and Project/Grant Management Report.
- Payroll:** View Payroll Details for your Department or Project/Grant by Department or Project/Grant. Links include: Payroll Summary By Department and Payroll Summary by Project ID.
- HUB Reporting:** View Reports for HUB. Links include: Agency Activity Summary, Departmental Activity_VP/AVC Summary, Departmental Activity_VP/AVC/Dean Summary, Departmental Activity_Director/Chair Summary, and Departmental Activity_Department/Grant Summary.

Callout boxes provide additional context:

- "All State and Local Dept ID's will be located here" points to the Budgets section.
- "All Grant ID's will be located here" points to the Project/Grant Management Report link.
- "Management Reports provide you with a Month to Month look at your Dept ID or Project ID." points to the HUB Reporting section.

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.

The screenshot shows the 'Departmental Budget Summary Report' form. It includes three main sections for criteria selection: 'Select a Business Unit', 'Select DEPTID from list', and 'Select Current or Previous Budget Year'. Each section has a 'Deselect' link. There are also text input fields for 'Enter a DEPTID' and 'Enter a Budget Year (YYYY)'. Callouts provide instructions: 'To look up a Dept ID you will need to enter the number in to this field.' (pointing to the DEPTID input field), 'You can also look up a Dept ID by selecting from this list.' (pointing to the DEPTID list), 'The default setting for Budget year will always be the current Year. If you need to look up the information in the previous Budget Year you will need to select that option in this box.' (pointing to the 'Previous Budget Year' radio button), 'Budget Years beyond the current and previous will need to be entered here. Before you enter the Year you need you will need to hit the deselect link to clear the default selection.' (pointing to the 'Deselect' link), and 'After you have entered all of the criteria you will need to hit the Submit button to run your report.' (pointing to the 'Submit' button).

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: GBB0_DEPT_SUM
Budget Year: 2008
Run Date: 23-Jul-08

[Return to Departmental Summary Prompt Page](#)

[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 are wanting to review.

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

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

ReportID: GBBB_DEPT_SUMM
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 TO	\$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

Reviewing Salaries
You will have the ability to drill down and review all Salary data for your Dept ID/Project ID by clicking on the [Blue Hyperlink](#).

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.

UNT Health Science Center at Fort Worth
Summary Account Detail Transactions

Salary Details
By Selecting the **Blue Hyperlinks** in this column you will be able to see all the Salary detail for the selected transaction.

Return to Departmental Summary Prompt Pa...

ReportID: GBB0_DEPT_PSUMM_ACCT_DT...

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

Department ID: 10600
OFFICE OF INST BUDGETS
Holder: Hebert,Susan G
Account / Object Code: B01900
Regular Staff Salary Expense

Account / Object Code	Document	Document Details	Description	Date	Budget	Revenue	Expenditure	Pre-Encumbrance	Encumbrance
600052	JE_HE00104770	Details	Payroll/Fringe Enc Journals	22-JUL-08	\$0.00	\$0.00	\$0.00	\$0.00	(\$22,153.17)
HE SAL - PROF/ADM EMPLOYEES	JE_HR00104761	Details	Payroll Distribution Journals	21-JUL-08	\$0.00	\$0.00	\$22,153.17	\$0.00	\$0.00
	JE_HE00102919	Details	Payroll/Fringe Enc Journals	23-JUN-08	\$0.00	\$0.00	\$0.00	\$0.00	(\$22,153.17)
	JE_HR00102901	Details	Payroll Distribution Journals	20-JUN-08	\$0.00	\$0.00	\$22,153.17	\$0.00	\$0.00
	JE_HR00100665	Details	Payroll Distribution Journals	23-MAY-08	\$0.00	\$0.00	\$22,153.17	\$0.00	\$0.00
	JE_HE00100568	Details	Payroll/Fringe Enc Journals	22-MAY-08	\$0.00	\$0.00	\$0.00	\$0.00	(\$22,153.17)
	JE_HE00098183	Details	Payroll/Fringe Enc Journals	21-APR-08	\$0.00	\$0.00	\$0.00	\$0.00	(\$22,153.17)
	JE_HR00098180	Details	Payroll Distribution Journals	18-APR-08	\$0.00	\$0.00	\$22,153.17	\$0.00	\$0.00
	JE_HE00096149	Details	Payroll/Fringe Enc Journals	24-MAR-08	\$0.00	\$0.00	\$0.00	\$0.00	(\$22,153.17)
	JE_HR00096148	Details	Payroll Distribution Journals	21-MAR-08	\$0.00	\$0.00	\$22,153.17	\$0.00	\$0.00
	JE_HR00094319	Details	Payroll Distribution Journals	22-FEB-08	\$0.00	\$0.00	\$22,153.17	\$0.00	\$0.00
	JE_HE00094312	Details	Payroll/Fringe Enc Journals	22-FEB-08	\$0.00	\$0.00	\$0.00	\$0.00	(\$22,153.17)
	JE_HR00092375	Details	Payroll Distribution Journals	29-JAN-08	\$0.00	\$0.00	\$22,153.17	\$0.00	\$0.00
	JE_HE00091953	Details	Payroll/Fringe Enc Journals	23-JAN-08	\$0.00	\$0.00	\$0.00	\$0.00	(\$22,153.17)
	JE_HE00090446	Details	Payroll/Fringe Enc Journals	02-JAN-08	\$0.00	\$0.00	\$0.00	\$0.00	(\$20,963.17)
	JE_HR00090456	Details	Payroll Distribution Journals	02-JAN-08	\$0.00	\$0.00	\$20,963.17	\$0.00	\$0.00
	JE_E00089590	Details	Payroll/Fringe Enc Journals	11-DEC-07	\$0.00	\$0.00	\$0.00	\$0.00	\$43,850.00
	JE_HP00089566	Details	Payroll PreEncumbrance Journal	11-DEC-07	\$0.00	\$0.00	\$0.00	(\$43,850.00)	\$0.00
	JE_HP00089153	Details	Payroll PreEncumbrance Journal	04-DEC-07	\$0.00	\$0.00	\$0.00	\$43,850.00	\$0.00
	JE_HE00088408	Details	Payroll/Fringe Enc Journals	21-NOV-07	\$0.00	\$0.00	\$0.00	\$0.00	(\$17,153.17)

To see more data you will need to click on the **Page Down** link.

Jul 23, 2008 - 1 - 8:34:54 AM
[Top](#) [Page up](#) [Page down](#) [Bottom](#)

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 expended 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.

Cognos Viewer - GBBB_DEPT_PAY_JRNL_HR_DTL

Lindsey Rene Jendrey

UNT Health Science Center at Fort Worth
Payroll Journal Detail Transactions
Fiscal Year-To-Date

Department ID: 10600
OFFICE OF INST BUDGETS
Holder: Hebert, Susan G
Payroll JE: HR00104761
Account / Object Code: 500065
HE SAL - CLASSIFIED EMPLOYEES

ReportID: GBBB_DEPT_PAY
Fiscal Year: 2008
Run Date: 23-Jul-08

Employee Name	Employee ID#	Employee Record #	Position ID#	Job Code	Job Title	Amount Paid	Payroll End Date	Check Date	Journal ID
DeSessa, Mary L	10655063	0	00004872	2410	Sr Budget Analyst	\$3,383.34	31-JUL-08	01-AUG-08	HR00104761
Dunaway, Kathryn Sue	10557988	0	00003704	2107	Senior Administrative Asst.	\$2,418.00	31-JUL-08	01-AUG-08	HR00104761
Jendrey, Lindsey Rene	10047614	0	00003914	2410	Sr Budget Analyst	\$3,655.00	31-JUL-08	01-AUG-08	HR00104761
Total:						\$9,406.34			

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.

[Return to Departmental Summary Prompt Page](#)
[Return to Payroll Summary Prompt Page](#)

UNT Health Science Center at Fort Worth
Employee Paycheck Details
Fiscal Year-To-Date

EMPLID: 10047614
Jendrey, Lindsey Rene

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

Payroll End Date	Empl Rcd#	Position ID#	Job Code	Job Title	FTE	Check Number	Earn / Deduct / Tax Code	Earnings / Deductions / Tax Description	DeptID / ProjID	Account / Object Code	Distrib Pct	Gross Pay	Employer Match for OASI (from these DEPTIDs/PROJIDs)	Employer Match for Retirement and Insurance (from these DEPTIDs/PROJIDs)	Journal
31-JUL-08	0	00003914	2410	Sr Budget Analyst	100.0%	4080010	LON	Longevity Pay	13300	500059 LONGEVITY PAY	100.00%	\$100.00	\$0.00	\$0.00	HR00104761
							REG	Regular Earnings	10600	500065 HE SAL - CLASSIFIED EMPLOYEES	100.00%	\$3,655.00	\$0.00	\$0.00	HR00104761
Total for 31-JUL-08												\$3,755.00	\$0.00	\$0.00	
30-JUN-08	0	00003914	2410	Sr Budget Analyst	100.0%	4078457	LON	Longevity Pay	13300	500059 LONGEVITY PAY	100.00%	\$100.00	\$0.00	\$0.00	HR00102901

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: GBB0_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.

UNT Health Science Center at Fort Worth

Summary
Fiscal Year-To-Date

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

[Return to Departmental Summary Prompt Page](#)

ReportID:
Budget Year:
Run Date:

[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	\$55.41	\$8,710.53
B00004	- OPERATING & OTHER TOTAL	\$47,539.94	\$0.00	\$0.00	\$38,274.00	\$0.00	\$55.41	\$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

[Return to Departmental Summary Prompt Page](#)

ReportID:
Budget Year:
Run Date:

Reviewing M&O Data:

To review transaction relating to M&O (Maintenance and Operation) you will need to select this Hyperlink

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

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

[Return to Departmental Summary Prompt Page](#)

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

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_0000065315	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_00000937133		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
821380 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

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.

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_0000063515	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.

[Return to Departmental Summary Page](#)

UNT Health Science Center at Fort Worth
Purchase Order Journal Detail

PO#: PO_0000053616 ReportID: GBB0_DEPT_PO_JRNL_DTL
PO Date: 21-JUL-08 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 ReportID: GBB0_DEPT_RQ_JRNL_DTL
RQ Date: 17-JUL-08 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_0000053616](#)

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

Voucher Journal Detail

Voucher: VO_00118088 ReportID: GBB0_DEPT_VO_JRNL_DTL
VO Date: 20-FEB-08 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 6500	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.

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	\$7,248.60	\$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	\$655.41	\$8,710.53
B00004 - OPERATING & OTHER TOTAL		\$47,539.94	\$0.00	\$0.00	\$38,274.00	\$0.00	\$655.41	\$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

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 Detail Transaction List 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: GBBB_DEPT_JRL_ACCT_DTL Budget Year: 2008 Run Date: 23-Jul-08							
Document	Account / Object Code	Requisition / 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	500056 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	500056 HE SAL - CLASSIFIED EMPLOYEES		Payroll/Fringe Enc Journals				24-SEP-07						(\$8,409.50)
JE_HE00085392	500052 HE SAL - PROF/ADM EMPLOYEES		Payroll/Fringe Enc Journals				12-OCT-07						\$28,917.71
JE_HE00085803	500052		Payroll/Fringe				18-OCT-07						\$3,151.54

Top Page up Page down Bottom

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.

PO_0000039638	CONSUMABLES		SUPPLY	Laughlin									
PO_0000041659	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 & SUPPLIES		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		(\$1,392.00)
VO_00103874	500300 TIS-PUB TRANS FARE		MUELLER, MICHAEL			T000316 AUSTIN, TX 09-17	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: GBB0_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 (600052)			Payroll/Fringe Enc Journals	30-SEP-07		\$170,962.50
	HE SAL - CLASSIFIED EMPLOYEES (600056)			Payroll/Fringe Enc Journals	30-SEP-07		\$112,914.00
JE_HE00082349 TOTAL							\$283,876.50
JE_HE00083732	HE SAL - PROF/ADM EMPLOYEES (600052)			Payroll/Fringe Enc Journals	30-SEP-07		(\$14,246.88)
	HE SAL - CLASSIFIED EMPLOYEES (600056)			Payroll/Fringe Enc Journals	30-SEP-07		(\$9,409.50)
JE_HE00083732 TOTAL							(\$23,656.38)
JE_HE00085392	HE SAL - PROF/ADM EMPLOYEES (600052)			Payroll/Fringe Enc Journals	31-OCT-07		\$28,817.71
JE_HE00085392 TOTAL							\$28,817.71
JE_HE00085803	HE SAL - PROF/ADM EMPLOYEES (600052)			Payroll/Fringe Enc Journals	31-OCT-07		\$3,151.54
JE_HE00085803 TOTAL							\$3,151.54
JE_HE00085949	HE SAL - PROF/ADM EMPLOYEES (600052)			Payroll/Fringe Enc Journals	31-OCT-07		(\$17,153.17)
	HE SAL - CLASSIFIED EMPLOYEES (600056)			Payroll/Fringe Enc Journals	31-OCT-07		(\$9,409.50)
JE_HE00085949 TOTAL							(\$26,562.67)
JE_HE00086709	HE SAL - CLASSIFIED EMPLOYEES (600056)			Payroll/Fringe Enc Journals	31-OCT-07		(\$33,031.35)
JE_HE00086709 TOTAL							(\$33,031.35)
JE_HE00088408	HE SAL - PROF/ADM EMPLOYEES (600052)			Payroll/Fringe Enc Journals	21-NOV-07		(\$17,153.17)
	HE SAL - CLASSIFIED EMPLOYEES (600056)			Payroll/Fringe Enc Journals	21-NOV-07		(\$6,376.63)
JE_HE00088408 TOTAL							(\$23,529.80)
JE_HE00089590	HE SAL - PROF/ADM EMPLOYEES (600052)			Payroll/Fringe Enc Journals	11-DEC-07		\$43,850.00
JE_HE00089590 TOTAL							\$43,850.00
JE_HE00090446	HE SAL - PROF/ADM EMPLOYEES (600052)			Payroll/Fringe Enc Journals	31-DEC-07		(\$20,963.17)
	HE SAL - CLASSIFIED EMPLOYEES (600056)			Payroll/Fringe Enc Journals	31-DEC-07		(\$6,073.00)
JE_HE00090446 TOTAL							(\$27,036.17)
JE_HE00091953	HE SAL - PROF/ADM EMPLOYEES (600052)			Payroll/Fringe Enc Journals	23-JAN-08		(\$22,153.17)
	HE SAL - CLASSIFIED EMPLOYEES (600056)			Payroll/Fringe Enc Journals	23-JAN-08		(\$6,073.00)
JE_HE00091953 TOTAL							(\$28,226.17)
JE_HE00093605	HE SAL - CLASSIFIED EMPLOYEES (600056)			Payroll/Fringe Enc Journals	13-FEB-08		\$22,387.92
JE_HE00093605 TOTAL							\$22,387.92

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 (600413)	0000030668	MR123AAMAJG1BRZKBK7Q06 Herman Miller Mirra chair, full-featured Cappuccino, trifix 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 (600413)	VO_00114361		INTELLIGENT INTERIORS INC	08-FEB-08	E D7026	(\$567.32)
PO_0000047759 TOTAL							\$0.00
PO_0000048451	PP-COMPUTER EQUIP-CONTROLLED (600417)	0000031682	#222-7944; Laptop, Dell Latitude D830, Intel Core 2 Duo T7500, 2.20 GHz, 800Mhz 4M 12 Cache, Dual core.	COMPUQUICK INC	07-FEB-08	Castlebury, Bettie Lynn	\$1,899.00
	PP-COMPUTER EQUIP-CONTROLLED (600417)	VO_00116060		COMPUQUICK INC	20-FEB-08	654487	(\$1,899.00)
PO_0000048451 TOTAL							\$0.00
PO_0000048742	PP-MAINT & REP-COMP EQUIP-EXP (600562)	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 (600562)	0000031947	Installation	REGENT SALES INC	20-FEB-08	Castlebury, Bettie Lynn	\$95.00
	PP-MAINT & REP-COMP EQUIP-EXP (600562)	0000031947	Shipping, est.	REGENT SALES INC	20-FEB-08	Castlebury, Bettie Lynn	\$15.40
	PP-MAINT & REP-COMP EQUIP-EXP (600562)	VO_00116088		REGENT SALES INC	20-FEB-08	46984	(\$287.41)
PO_0000048742 TOTAL							\$10.40
PO_0000053515	PARTS- COMP EQUIP-EXP (600414)	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

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