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Cognos Reporting in 9.2

Agenda

Objectives
Fundamentals
9.2 Cognos Reports Introduction – Demo
Break
9.2 Cognos Reports Tracking Funds in 9.2 – Demo
Wrap Up

Objectives

Learn how to use 9.2 Cognos reports

Fundamentals

Chartstring

Who's buying it?

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

VS

Account

What are you buying?
(Object of Expense)

- Salaries
- M&O
- Copy Paper

Fundamentals

Chart String

Dept ID	DeptID Description90	Org Dept	Fund Cat	Fund	Function	Project	Program	Purpose	Site
		A			B	C			
65091	UNT BAND SPONSORED ACTIVITIES	134310	202	885000	400				
65838	CHORAL WORKSHOP	134310	202	885000	400				
65719	WIND STUDIES / CBDNA CONV	134310	202	885000	630				
65187	UNT CHORAL ORGANIZATIONS	134310	202	885000	400			12246	
65207	OPERA PROGRAMS	134310	202	885000	400			12248	

A. For reporting, all chart strings that contain the same Org Dept, Fund Cat, & Fund will be combined. Ex. 134310-202-885000.

B. Function is required for expenses and I/C Revenues. The function presented is the suggested use. You may change it.

C. If a Project, Program, Purpose, or Site is listed in your chart string, then you are required to use it. Any blank fields in your specific chart field are optional.

Report Options

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

- My FoaPs – Department Look Up
- My FoaPs – Account Look Up
- Department Budget Summary
- Department Transaction Detail
- Project Budget Summary

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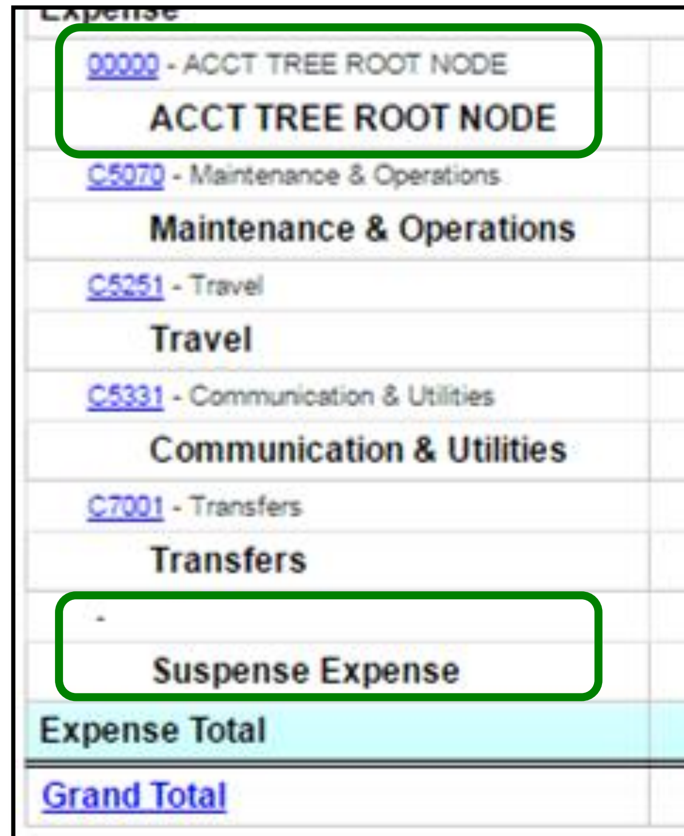
Account Explanations

- **00000- Acct Tree Root Node**
  Rollforward balance on non-budgetary chartstrings.
- **Dash "-" Accounts**
  No C-Level in Account Tree. Drill down for details.
- **Suspense Accounts (FY16 Only)**
  Data from conversion that has to be 'cleaned.' FY16 Only.



9.2 Cognos Reporting

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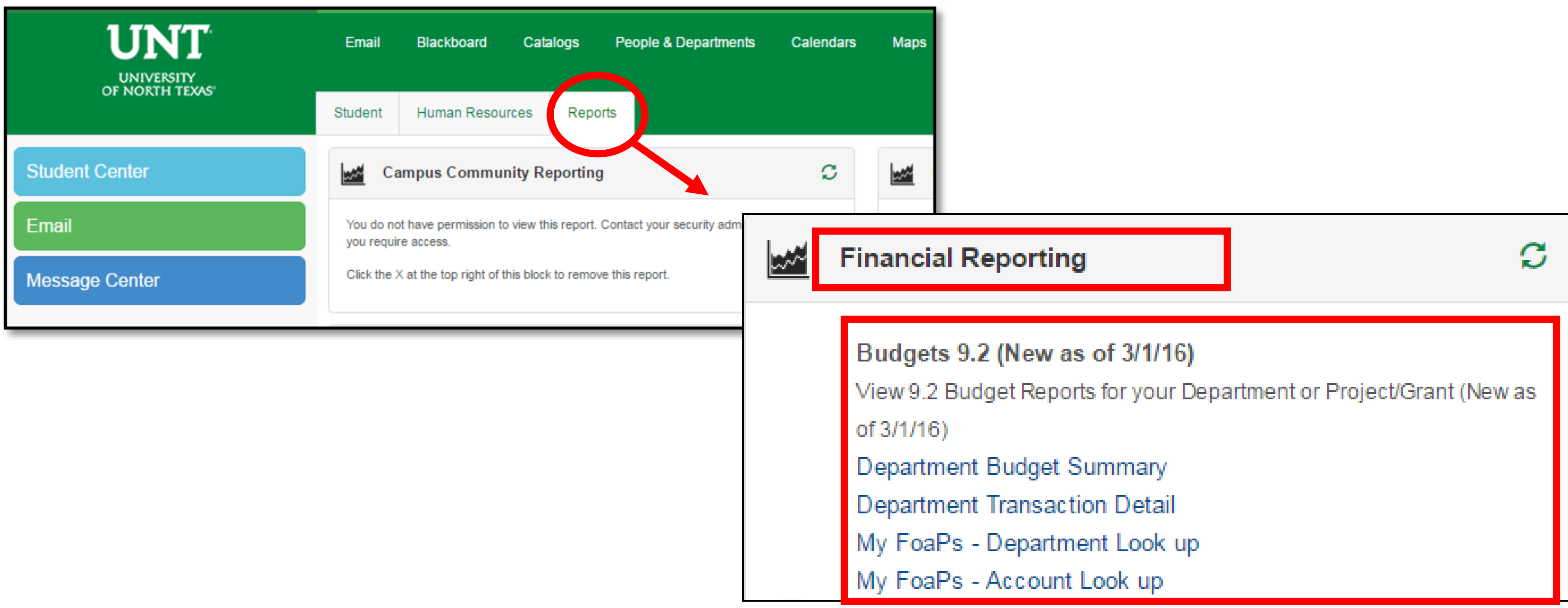
Getting Started

1. Log into my.unt.edu
2. Select the “Reports” tab
3. Reports are located in the “Financial Reporting” section



Demo
Reports Overview

Reporting Tips

- Transactions no longer appear when budget checked, only when posted
- On the Transaction Detail Report, if you want to view Revenues and Expenditures at the same time, don't include function
- Expenses and Revenues are reflected as positives
    - A negative revenue reduces revenues
    - A negative expense reduces expenses

FAQs

1. What is the process for requesting a change to a chart string?

2. What is the process for requesting a new chart field?

3. Can a user change the function tied to a chart string?

4. When is a function required? Are there any exceptions?

Additional Resources

- First Fridays with the Budget Office
  2:30-3:30pm, 1st Friday of the Month
  Monthly informational session covering upcoming changes, enhancements, and FAQs

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

- Budget Office
  Budget.Office@unt.edu
  Help desk for budget and COA related questions

Resource Reference Chart

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

Questions?

Thank you!