

UNIVERSITY OF NORTH TEXAS®

EST. 1890

Cognos Reports -Departmental Budgets

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| Objective |
|------------------------------------|
| The Basics |
| Cognos Reports Introduction - Demo |
| Reporting Tips |
| Resources |
| Questions |
| Appendix |





Objective

Learn how to use Cognos reports











Chartstring

Account

Who's buying it?

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



What are you buying? (Object of Expense)

- Salaries
- M&O
- Travel





Chart String

| | Department | Fund Category | Fund | Function | Project | Program | Purpose | Site |
|-------------------------|---------------------------|-------------------------------------|-------------------------------|---------------------------|-------------------------------|------------------------|-----------------------|-------------------|
| Department | 121200 | 105 | 800001 | 100 | | | | |
| Budgetary | Chemistry | Education & General | GRD-General | Instruction | | | | |
| | 121100 | 106 | 805038 | 850 | 1600247 | | | |
| Project | Biological Sciences | Educational & General | State Approp- HEF | Capital Projects | Fac NSP- Dixon, Richard | | | |
| | 152600 | 200 | 830001 | 550 | | | 13302 | 1208 |
| Department Budgetary | Risk Mgmt Services-Gen | Designated Operating- Managed | Designated Tuition | Institutional Support | | | Chemical Stockroom | Discovery Park |
| | 121100 | 201 | 850000 | 220 | 1600247 | | | |
| Project | Biological Sciences | Design Operating- Projects | F&A Recovery Fund | Research- Departmental | Fac NSP- Dixon, Richard | | | |
| Department | 121600 | 202 | 885000 | 400 | | 1109 | | |
| Non Budgetary | English | Designated Operating- General | Departmental Discretionary | Academic Support | | American Lit Review | | |











Getting Started

- Log into my.unt.edu
- Select the "Reports" tab
- Reports are located in the "Financial Reporting" section



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Revenue and Expense Balances







Columns on the Department Budget Summary Report







| Account Budget Actual PreEncumbrance Encumbrance Balance Revenue \$3200.00 \$322.1.Conference and Seminar Revenue - Function 500 \$300.00 \$udgeting for revenues occurs at the 5-digit account level. Budgeting for Expenses occurs at the D-Level. (This applies to budgetary chartstrings only. i.e. Fund Cats 105, 120, & 200). \$0.00 \$24,107.50 Expense \$114.00 \$114.00 \$25,262.50 \$0.00 \$25,262.50 Expense \$114.00 \$114.00 \$114.00 \$25,262.50 \$0.00 \$114.00 D5301 - Notes is and Fees & Sures - Function 500 \$15,161.00 \$114.00 \$25,262.50 \$0.00 \$25,262.50 D5302 - Reparks and Maintenance - Function 500 \$15,161.00 \$114.00 \$250.50 \$0.00 \$114.00 D5302 - Reparks and Maintenance & Surges \$114.00 \$111.192.0 \$0.00 \$114.00 \$114.00 D5301 - Note Subscripters - Function 500 \$179.00 \$111.192.0 \$0.00 \$0.00 \$157.90 D5301 - Ommunication & Utilities \$114.00 \$252.7665 \$0.00 \$0.00 \$157.952.90 \$114.00 D5331 - | lagory. 200 - Deagnated Operating Hanaged, Fand. 000001 - Deagnated Tanton, Frogram, Frapos. 14220 - Farener anny Weekend, Ste. | | | | | | |
|--|---|-------------|---|-----------------------|----------------------|----------------|--|
| Revenue \$3300.00 Budgeting for revenues occurs at the 5-digit account level. \$0.00 \$24,107.50 4382- Conference and Semiar Revenue - Function 500 \$0.00 <td>Account</td> <td>Budget</td> <td>Actual</td> <td>PreEncumbrance</td> <td>Encumbrance</td> <td>Balance</td> | Account | Budget | Actual | PreEncumbrance | Encumbrance | Balance | |
| 43822 - Conference and Seminar Revenue - Function 500\$33,000.00Budgeting for revenues occurs at the 5-digit account level. Budgeting for Expenses occurs at the 5-digit account level. Budgeting for Expenses occurs at the D-Level. (This applies to budgetary chartstrings only. i.e. Fund Cats 105, 120, & 200).\$30.00\$24,107.50Expense D101 - Rofes ionalFees & Svice - Function 500\$16,161.00\$16,161.00\$25,262.50Expense D2530 - Meterials & Supples Exp - Function 500\$16,161.00\$114.00\$20,000\$25,262.50D5330 - Meterials & Supples Exp - Function 500\$114.00\$9,063.19\$0.00\$25,262.50D5331 - Meterials & Supples Exp - Function 500\$37,78.00\$9,063.19\$0.00\$25,262.50D5331 - Communication & Utilities\$114.00\$9,063.19\$0.00\$0.00\$31,165.20)D5331 - Communication & Utilities\$114.00\$25,27.00\$28,27.00\$0.00\$0.00\$114.00D5331 - Communication & Utilities\$114.00\$29,05.00\$114.00\$2,905.00\$28,27.00\$0.00\$0.00\$114.00D5331 - Communication & Utilities\$114.00\$2,905.00\$114.00\$2,905.00\$28,270.65\$0.00\$0.00\$114.00D5331 - Communication & Utilities\$114.00\$2,905.00\$114.00\$2,905.00\$22,905.00\$22,905.00C5480 - Scholarships & Financial Aid\$2,905.00\$22,905.00\$22,905.00\$22,905.00\$22,905.00C5480 - Scholarships & Financial Aid\$2,905.00\$22,905.00\$22,905.00\$22,905.00 <td>Revenue</td> <td></td> <td></td> <td></td> <td></td> <td></td> | Revenue | | | | | | |
| Function 500Budgeting for revenues occurs at the 5-digit account level. Budgeting for Expenses occurs at the 5-digit account level. Budgeting for Expenses occurs at the 5-digit account level. Budgeting for Expenses occurs at the D-Level. (This applies to budgetary chartstrings only. i.e. Fund Cats 105, 120, & 200).\$0.00\$25,262.50Expense\$33,000.00\$115.161.00\$25,262.50\$0.00\$25,262.50Expense\$100.00\$115.161.00\$114.00\$0.00\$25,262.50Expense\$100.00\$114.00\$0.00\$25,262.50Expense\$100.00\$114.00\$0.00\$25,262.50Expense\$100.00\$114.00\$0.00\$25,262.50Expense\$100.00\$114.00\$0.00\$25,262.50Expense\$100.00\$114.00\$0.00\$25,262.50Expense\$100.00\$114.00\$0.00\$25,262.50Expense\$100.00\$114.00\$0.00\$25,262.50Expense\$100.00\$114.00\$0.00\$25,262.50Expense\$100.00\$114.00\$25,262.50Expense\$100.00\$114.00\$25,262.50Expense\$100.00\$114.00\$25,262.50Expense\$100.00\$114.00\$25,262.50Expense\$114.00\$25,262.50\$0.00\$0.00Expense\$114.00\$25,262.50\$0.00\$0.00Expense\$114.00\$25,27.00\$0.00\$0.00Expense\$114.00\$25,27.00\$0.00\$0.00Expense\$1 | 43823 - Conference and Seminar Revenue - | \$33,000.00 | | | \$0.00 | \$24,107.50 | |
| 43824 - Brent Revenue - Function 500 50.00 at the 5-digit account level. 50.00 \$1,155.00 D4380 - Othr Sales of Goods and Svos \$33,000.00 \$33,000.00 Budgeting for Expenses occurs at the D-Level. (This applies to budgetary chartstrings only. i.e. Function 500 \$0.00 \$25,262.50 Expense 50.00 \$116.00 \$25,262.50 \$0.00 \$25,262.50 Expense 50.00 \$15,151.00 \$10.00 \$10.00 \$25,262.50 Expense 50.00 \$15,151.00 \$10.00 \$10.00 \$25,262.50 Expense 50.00 \$10.00 \$10.00 \$10.00 \$25,262.50 Even se 50.00 \$10.00 \$10.00 \$25,262.50 \$0.00 \$25,262.50 Even se 50.00 \$10.00 \$10.00 \$10.00 \$10.00 \$25,262.50 Even se \$50.00 \$10.00 \$11.00 \$50.00 \$0.00 \$25,262.50 Fund Cats 10-5, 120, & 200). \$50.00 \$50.00 \$50.00 \$50.00 \$50.00 D5301 - Communication 50 \$57.70 \$252,27.00 | Function 500 | | Budgeting for i | evenues occurs | | | |
| D4380 - Othr Sales of Goods and Svos \$33,000.00 Budgeting for Expenses occurs at the D-Level. (This applies to budgetary chartstrings only. i.e. Fund Cats 105, 120, & 200). \$0.00 \$25,262.50 Expense 50.00 \$15,151.00 \$0.00 \$25,262.50 D5301 - Neterials & Supples Exp - Function 500 \$114.00 \$0.00 \$25,863.00 \$114.00 D5302 - Repairs and Maintenance - Function 500 \$57.00 \$57.00 \$57.00 \$0.00 \$114.00 D5301 - Rental Exp. Non-Can - Function 500 \$57.00 \$57.00 \$57.00 \$0.00 \$114.00 D5301 - Rental Exp. Non-Can - Function 500 \$57.00 \$57.00 \$57.00 \$50.00 \$50.00 \$57.00 D5301 - Other Operating Exp - Function 500 \$57.97.00 \$52.82.70.85 \$0.00 \$51.90.00 <td>43824 - Event Revenue - Function 500</td> <td>\$0.00</td> <td>at the 5-digit</td> <td>account level.</td> <td>\$0.00</td> <td>\$1,155.00</td> | 43824 - Event Revenue - Function 500 | \$0.00 | at the 5-digit | account level. | \$0.00 | \$1,155.00 | |
| Revenue Total\$33,00.00\$33,00.00\$25,262.50Expenseat the D-Level. (This applies to budgetary chartstrings only. i.e. Fund Cats 105, 120, & 200).\$0.00\$228,859.00)D5301 - Materials & Supples Exp - Function 500\$16,161.00\$114.00\$0.00\$114.00D5350 - Repairs and Maintenance - Function 500\$57.00\$9653.19\$0.00\$0.00\$114.00D6360 - Rentel Exp-Non-Can - Function 500\$37,69.00\$9653.19\$0.00\$0.00\$(\$58,84.19)D6371 - Printing & Reproduction - Function 500\$7,7974.00\$11,169.20\$0.00\$0.00\$(\$31,85.20)D5501 - Other Operating Exp - Function 500\$8,772.00\$28,278.65\$0.00\$0.00\$(\$51,984.19)D5331 - Communication & Utilities\$114.00\$114.00\$29,050.00\$114.00\$114.00D5461 - Scholarships & Financial Aid - Function 630\$2,905.00\$2,905.00\$2,905.00\$2,905.00C5460 - Scholarships & Financial Aid\$2,905.00\$2,905.00\$2,905.00\$2,905.00C5460 - Scholarships & Financial Aid\$2,905.00\$2,905.00\$2,905.00\$2,905.00 | D4380 - Othr Sales of Goods and Svcs | \$33,000.00 | Budgeting for E | Expenses occurs | \$0.00 | \$25,262.50 | |
| ExpenseSubtraction 500S15,151.00Subdgetary chartstrings only. i.e. Fund Cats 105, 120, & 200).S0.00(S28,859.0)05301 - Materials & Supples Exp - Function 500S15,151.00Fund Cats 105, 120, & 200).S0.00(S28,859.0)05301 - Materials & Supples Exp - Function 500S114.00S100S114.00S0.00(S114.0005301 - Materials & Supples Exp - Function 500S57.00S100S100(S58,824.19)05301 - Renial Exp-Non-Can - Function 500S3.769.00S985319S0.00S0.00(S58,824.19)05371 - Printing & Reproduction - Function 500S7.974.00S111,159.20S0.00S0.00(S3,185.20)05501 - Other Operating Exp - Function 500S8.772.00S28.276.85S0.00S0.00(S19,804.65)05331 - Communication & UtilitiesS114.00S114.00S114.00S114.00S114.0005331 - Communication & UtilitiesS114.00S114.00S114.00S114.0005461 - Scholarships & Financial Aid - Function 630S2.905.00S114.00S114.0005460 - Scholarships & Financial AidS2.905.00S114.00S2.905.0005460 - Scholarships & Financial AidS2.905.00S144.00S2.905.0005460 - Scholarships & Financial AidS2.905.00S2.905.00S2.905.00 | Revenue Total | \$33,000.00 | at the D-Level | (This annlies to | \$0.00 | \$25,262.50 | |
| D5101 - ProfessionalFees & Svos - Function 500\$15,151.00St00getally Chartestings Only. I.E. Fund Cats 105, 120, & 200).\$0.00\$28,859.00)D5301 - Materials & Supples Exp - Function 500\$114.00\$114.00\$0.00\$114.00D5350 - Repairs and Maintenance - Function 500\$57.00\$1000\$0.00\$0.00\$114.00D5371 - Printing & Reproduction - Function 500\$7,974.00\$9.853.19\$0.00\$0.00\$58.852.00D5501 - Other Operating Exp - Function 500\$8.772.00\$28.278.85\$0.00\$0.00\$(\$57,385.29)D5531 - Communication & Utilities\$114.00\$114.00\$29.905.00\$114.00\$114.00D5461 - Scholarships & Financial Aid\$2.905.00\$22.905.00\$0.00\$0.00\$22.905.00C5460 - Scholarships & Financial Aid\$2.905.00\$22.905.00\$114 masactions that make up the account balance\$2.905.00 | Expense | | budgotary char | tstrings only i o | | | |
| D0301 - Materials & Supples Exp - Function 500\$114.00D0320 - Repairs and Maintenance - Function 500\$114.00D0320 - Repairs and Maintenance - Function 500\$57.00D0320 - Repairs and Maintenance - Function 500\$37.60D0320 - Repairs and Maintenance - Function 500\$37.60D0320 - Repairs and Maintenance - Function 500\$37.60D0320 - Repairs and Maintenance - Function 500\$37.60D0321 - Pinting & Reproduction - Function 500\$7.974.00S11,159.20\$0.00D0501 - Other Operating Exp - Function 500\$8.772.00S120 - Communication & Utilities - Function 500\$314.00C5070 - Maintenance & Operations\$35827.00D05331 - Communication & Utilities\$114.00D5331 - Communication & Utilities\$114.00D5401 - Scholarships & Financial Aid\$2.905.00Function 630\$2.905.00C5460 - Scholarships & Financial Aid\$2.905.00 | D5101 - Professional Fees & Svcs - Function 500 | \$15,151.00 | | - 120 8 200) | \$0.00 | (\$28,859.00) | |
| D5350 - Repairs and Maintenance - Function 500 \$57.00 \$10,00 \$0,00 \$0,00 \$(\$88,25) D5360 - Rental Exc. Non-Cao - Function 500 \$33,759.00 \$9653.19 \$0,00 \$0,00 \$(\$58,84,19) D5371 - Printing & Reproduction - Function 500 \$7,974.00 \$11,159.20 \$0,00 \$(\$3,185.20) D5501 - Other Operating Exp - Function 500 \$8,772.00 \$28,276.85 \$0,00 \$(\$19,504.65) C5070 - Maintenance & Operations \$35,827.00 \$28,276.85 \$0,00 \$(\$57,395.29) D5331 - Communication & Utilities - Function 500 \$114.00 \$114.00 \$114.00 \$114.00 D5461 - Scholarships & Financial Aid - Function 630 \$2,905.00 \$114.00 \$2,905.00 \$2,905.00 C5460 - Scholarships & Financial Aid \$2,905.00 \$2,905.00 \$2,905.00 \$2,905.00 | D5301 - Materials & Supplies Exp - Function 500 | \$114.00 | Fund Cats 10 | 5, 120, & 200). | \$0.00 | \$114.00 | |
| D5360 - Bental Exp. Non-Cap - Eunction 500\$3759.00\$9853.19\$0.00\$0.00\$0.00\$(\$5.894.19)D5371 - Rinting & Reproduction - Function 500\$7,974.00\$11,159.20\$0.00\$0.00\$(\$3,185.20)D5501 - Other Operating Exp - Function 500\$8,772.00\$28,278.85\$0.00\$0.00\$(\$19,504.85)C5070 - Maintenance & Operations\$35,827.00\$28,278.85\$0.00\$0.00\$(\$19,504.85)D5331 - Communication & Utilities - Function 500\$114.00\$114.00\$114.00\$114.00D5331 - Communication & Utilities\$114.00\$114.00\$114.00\$114.00D5461 - Scholarships & Financial Aid - Function 630\$2,905.00\$114.00\$2,905.00\$22,905.00C5460 - Scholarships & Financial Aid\$2,905.00\$2,905.00\$2,905.00\$2,905.00\$2,905.00C5460 - Scholarships & Financial Aid\$2,905.00\$2,905.00\$2,905.00\$2,905.00 | D5350 - Repairs and Maintenance - Function 500 | \$57.00 | 012020 | 0.00 | \$0.00 | (\$86.25) | |
| D5371 - Pinting & Reproduction - Function 500\$7,974.00\$11,159.20\$0.00\$0.00\$(\$3,185.20)D5501 - Other Operating Exp - Function 500\$8,772.00\$28,276.65\$0.00\$0.00\$(\$19,504.65)C5070 - Maintenance & Operations\$35,827.00\$28,276.65\$0.00\$0.00\$(\$19,504.65)D5331 - Communication & Utilities\$114.00\$114.00\$114.00\$114.00\$114.00D5461 - Scholarships & Financial Aid - Function 630\$2,905.00\$2,905.00\$114.00\$2,905.00C5460 - Scholarships & Financial Aid\$2,905.00\$2,905.00\$11 transactions that make up the account balance\$2,905.00 | D5380 - Rental Exp-Non-Cap - Function 500 | \$3,759.00 | \$9.653.19 | S0.00 | S0.00 | (\$5.894.19) | |
| D6501 - Other Operating Exp - Function 500\$8,772.00\$28,276.85\$0.00\$0.00\$(\$19,604.65)C5070 - Maintenance & Operations\$35,827.00\$0.000\$0.00\$(\$57,395.29)D6331 - Communication & UtilitiesFunction 500\$114.00\$114.00\$114.00C5331 - Communication & Utilities\$114.00\$114.00\$114.00D6461 - Scholarships & Financial Aid - Function 630\$2,905.00\$2,905.00\$2,905.00C5460 - Scholarships & Financial Aid\$2,905.00all transactions that make up the account balance\$2,905.00 | D5371 - Printing & Reproduction - Function 500 | \$7,974.00 | \$11,159.20 | \$0.00 | \$0.00 | (\$3,185.20) | |
| C5070 - Maintenance & OperationsC5070 - Maintenance & OperationsC100 - StoperationsC100 - Stoperat | D5501 - Other Operating Exp - Function 500 | \$8,772.00 | \$28,276.65 | \$0.00 | \$0.00 | (\$19,504.65) | |
| D5331 - Communication & Utilities - Function 500\$114.00\$114.00C5331 - Communication & Utilities\$114.00Inne to view all transactions that make up the total balance. Or, click on the individual account line to review all transactions that make up the account balance\$114.00D5461 - Scholarships & Financial Aid - Function 630\$2,905.00\$114.00C5460 - Scholarships & Financial Aid\$2,905.00\$2,905.00C5460 - Scholarships & Financial Aid\$2,905.00\$2,905.00 | C5070 - Maintenance & Operations | \$35,827.00 | 602.002.00 | eo oo | ên na | (\$57,395.29) | |
| C5331 - Communication & Utilities\$114.00D5461 - Scholarships & Financial Aid - Function 630\$2,905.00C5460 - Scholarships & Financial Aid\$2,905.00C5460 - Scholarships & Financial Aid\$2,905.00all transactions that make up the account balance\$2,905.00\$2,905.00\$2,905.00 | D5331 - Communication & Utilities - Function 500 | \$114.09 | Hyperlinks are | reflected in blue for | ont. Click on the "T | otal" \$114.00 | |
| D5461 - Scholarships & Financial Aid - Function 630\$2,905.00balance. Or, click on the individual account line to review all transactions that make up the account balance\$2,905.00C5460 - Scholarships & Financial Aid\$2,905.00\$2,905.00\$2,905.00 | C5331 - Communication & Utilities | \$114.00 | line to view all transactions that make up the total | | | | |
| Function 630 Scholarships & Financial Aid \$2,905.00 C5460 - Scholarships & Financial Aid \$2,905.00 all transactions that make up the account balance \$2,905.00 | D5481 - Scholarships & Financial Aid - | \$2,905.00 | halance. Or click on the individual account line to review | | | \$2,905.00 | |
| C5460 - Scholarships & Financial Aid \$2,905.00 all transactions that make up the account balance \$2,905.00 | Function 630 | | balance. Or, click on the individual account line to review | | | | |
| | C5460 - Scholarships & Financial Aid | \$2,905.90 | all transactions that make up the account balance | | | | |
| Expense Total \$38,846.00 \$39,222.23 \$0.00 \$0.00 (\$54,376.29) | Expense Total | \$38,846.00 | ##J,222.25 #0.00 #0.00 (\$54,3 | | | | |
| <u>Total</u> (\$29,113.79) | Total | Total | | | | (\$29,113.79) | |

ategory: 200 - Designated Operating-Managed, Fund: 830001 - Designated Tuition, Program: , Purpose: 14226 - Parent/Family Weekend, Site:

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Chartstrings that differ only in regards to the function will be summarized in a single budget summary. The balances by function will be detailed within that budget summary.

| | Fund | Category: 200 | - Designated | Operating-Manage | d, Fund: 830001 | - Designated | Tuition, | Program: | , Purpose: 13155 | - AED Program, Sit | e: |
|--|------|---------------|--------------|------------------|-----------------|--------------|----------|----------|------------------|--------------------|----|
|--|------|---------------|--------------|------------------|-----------------|--------------|----------|----------|------------------|--------------------|----|

| Account | Budget | Actual PreEncum | | nbrance | Encumbrance | Balance |
|---|----------------|-----------------|--------------|--------------|--------------|--------------|
| Expense | | | | | | |
| D5014 - Salaries -Staff - Function 550 | \$1,457,100.91 | Accounts with | different | \$160,557.00 | \$966,761.33 | (\$6,024.49) |
| D5014 - Salaries -Staff - Function 600 | \$15,609.74 | functions are r | epeated | \$0.00 | \$0.00 | \$15,609.74 |
| C5014 - Staff Salaries | \$1,472,710.65 | by function | by function. | | \$966,761.33 | \$9,585.25 |
| D5031 - Wages - Function 550 | \$4,156.57 | | | \$0.00 | \$660.00 | (\$6,053.47) |
| C5030 - Wages | \$4,156.57 | \$9,550.04 | | \$0.00 | \$660.00 | (\$6,053.47) |
| C5050 - Payroll Related Costs - Function None | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |
| D5050 - Payroll Related Costs - Function 550 | \$1,686.74 | \$2,064.24 | | \$0.00 | (\$12.54) | (\$364.96) |
| C5050 - Payroll Related Costs | \$1,686.74 | \$2,064.24 | | \$0.00 | (\$12.54) | (\$364.96) |
| Expense Total | \$1,478,553.96 | \$347,421.35 | 421.35 \$16 | | \$967,408.79 | \$3,166.82 |
| Total | <u>Total</u> | | | | | \$3,166.82 |

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- Accounting period is based on the fiscal year. Accounting period 1 is September (not January).
- The Transaction Detail Report automatically sorts by "Date." The sort option can be changed.
- On the Transaction Detail Report, the "Date" column reflects the date the transaction was entered. The "Accounting Period" reflects the month to which the transaction posted.

| JournalD/KKTranID | Journal/KK Trans action Line | Description | Line Des cription | Vendor | RQ/PO/VO ld# | Accounting Period | Date | Budget | Revenue | Expense | F |
|-------------------|---------------------------------|-------------|------------------------------------|--------|-----------------|----------------------|-----------------|----------|---------|---------|---|
| 0000058961 | 39 | | DW-YardSgns(8) &PopUp Bannrs(4) | | | P02 - Oct 2017 | Nov 1, 2017 | 0.00 | 0 | 380 | |
| 0000057075 | 82 | | 6 cs 20# white | | | P02 - Oct 2017 | Oct 11, 2017 | 0.00 | 0 | 180 | |
| BUDG_EX18 | 2016 | | FY18 Original Budget | | | P01 - Sep 2017 | Sep 1, 2017 | 5,000.00 | 0 | 0 | |





The Blue triangle returns users to the prompt page of the report being viewed. The information the user entered (search parameters) will be retained.



- For those reports with a Function filter option, using the function filter is not recommended. Using it will limit the number of transactions that are pulled.
- 00000 Account Tree Root Node Reflects the rollforward balance on nonbudgetary department chartstrings (chartstrings with a Fund Cat of 202 or greater).
- On the Budget Summary Report, you should not use the top summary to view your available balance unless you run the report on a specific Org Dept and Fund.











Budget Website

Whom to Contact

- Support>Whom To Contact
- o List of departmental contacts by issue (IDTs, ABAs, ePros, ePars, etc.)
- Announcements
 - Find out any new information you should be aware of that could affect your budget
- Training Materials
 - Training > Training Materials
 - List of all training documents
- <u>Documents</u>
 - Resources > Documents
 - List of Budget Management Help Documents





FIT Website

- Chartfield Values
 - COA > Scroll to "Where Can I see the new FoaPs trees" section.
 - Lists all existing values for each chartfield.
 - Lists contain all the roll-up levels for each chartfield value.

















Report Options - Departmental

| | Department Budget Summary | Department Account Detail | Department Transaction Detail |
|------------------------|--|--|---|
| Type of Chartstring | Department | Department | Department |
| Use | View status of your budget balance at a glance. | View status of your budget balance at a glance. | View individual transactions that make up your budget balance. |
| | Identify all active chartstrings. | Identify all active chartstrings. | Search for a specific transaction such as a journal, ABA, IDT, payroll expense, internal charge, revenue, etc. |
| | | Finding account numbers to use in an IDT | |
| Overview | High-level summary of revenues and expenses. A financial statement. | Granular summary of revenues and expenses. A financial statement. | Listing of all transactions during a period of time. |
| | Revenues are summarized at the account level and at the D-Level. Expenses are summarized at the D-Level and at <u>the C-Level</u> . | Revenues and Expenses are summarized at the account level and at the D-Level. | |
| Limitations | | For budgetary chartstrings, budget checking occurs at the C-Level. This report does not include C-Level roll ups which makes it difficult to determine whether or not a requisition will pass budget check. | |





| | Project Budget Summary | Project Transaction Detail |
|---------------------|---|--|
| Type of Chartstring | Project | Project |
| Use | View status of your budget at a glance. | View individual transactions that make up your budget balance. |
| | Identify all your active chartstrings | Searching for a specific transaction such as a journal, ABA, IDT, payroll expense, internal charge, revenue, etc. |
| Overview | High-level summary of revenues and expenses. A financial statement. | Listing of all transactions during a period of time. |
| | Reporting is presented inception-to- date. The report cannot be limited to a specific year. The activity is aggregated for all years the project is active. | |





Report Options - Other

| | Department Payroll Transaction Detail | Budget Overview Report |
|------------------------|--|--|
| Type of Chartstring | Both | Both |
| Use | View payroll transactions by journal, employee, account, Org Dept, and/or | View status of your budget balance at a glance. |
| | Division. | Identify all your active chartstrings. |
| | | View budget balances by month. |
| Overview | | High-level summary of revenues and expenses. A financial statement. |
| | | View both departmental and project |
| | | chartstrings at the same time. |
| Limitations | The report can't be run by a specific | Drill-throughs don't contain the detail available |
| | project. It can be run by department, | on the DBS report. |
| | project chartstrings. | All activity (revenues and expenses) on Non- |
| | | Budgetary Chartstrings is aggregated. |





| | FoaPs with Activity | 9.0 DeptID to 9.2 FoaPs Lookup (03/01/2016) | 9.0 Account to 9.2 Account Lookup (03/01/2016) |
|---------------------|--|---|--|
| Type of Chartstring | Both | Both except for NGRCT Projects | N/A |
| Use | Review a list of all chartstrings that have been used during a given year. | Research purposes to identify where 9.0 Dept IDs mapped to in 9.2. | Research purposes to identify where 9.0 accounts mapped to in 9.2. |
| Limitations | All chartstrings that have been used are listed regardless of whether that chartstring was used in error, is carrying a balance, or is a valid combination of fields. | This report is a snapshot of a point in time. It shows where balances mapped to on 03/01/2016. Balances may have been moved after that date. The report does not show where balances are currently carried. Chartstrings on this report may be incorrect. | |
| | NOTE: This report should not be used to identify current chartstrings. It should only be used to identify chartstrings that were used during a given year. | NOTE: This report should not be used to identify current chartstrings. It should only be used to trace funds from 02/29/2016 to 03/01/2016. | |





| For Help With | Contact |
|--|--|
| IDTs | Financial Reporting - x5500 - FRO_Cash&CampusAcctg@untsystem.edu |
| Account Questions | Financial Reporting - UNT FINREP |
| ePROs | Procurement - x5500 - <u>bsc@untsystem.edu</u> * 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 - <u>bsc@untsystem.edu</u> |
| ePAR Hourly Worker Requests | • Career Center - x2105 |
| ABAs | • Budget Office - x3231 |
| Budget Errors | Budget Office - EMAIL <u>Budget.Office@unt.edu</u> |
| Chart String – General Questions | • Budget Office - x3231 |
| Chart String – Request a <u>New</u> Chart String | Budget Office - Complete a Chartfield Setup/Change Form |
| Chart of Account Resources | • <u>fit.untsystem.edu</u> , Look here for <u>function</u> definitions. |







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Thank You.