Cognos Reports - Departmental Budgets

Shannon Rowland

UNT Budget Office

Budget.office@unt.edu

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Agenda

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Objective

Learn how to use Cognos reports

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The Basics

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
- Travel

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Chart String

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

Demo

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Getting Started

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

Reporting Tips

Revenue and Expense Balances

Revenue Balance

- Formula: Actuals less Budget
- Positive revenues increase your balance
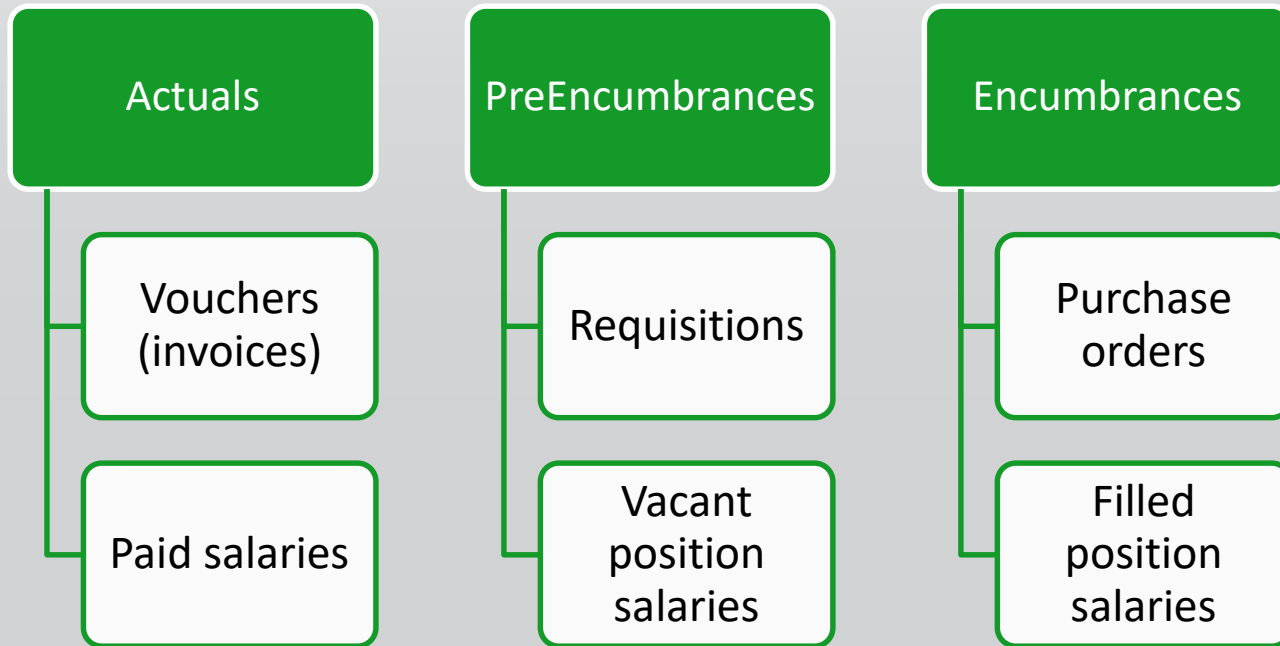- Negative revenues reduce your balance

Expense Balance

- Formula: Budget less Actuals less Encumbrances less PreEncumbrances
- Positive expenses reduce your balance
- Negative expenses increase your balance

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Columns on the Department Budget Summary Report

Actuals
- Vouchers (invoices)
- Paid salaries

PreEncumbrances
- Requisitions
- Vacant position salaries

Encumbrances
- Purchase orders
- Filled position salaries

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

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Revenue					
43823 - Conference and Seminar Revenue - Function 500	$33,000.00			$0.00	$24,107.50
43824 - Event Revenue - Function 500	$0.00			$0.00	$1,155.00
D4380 - Othr Sales of Goods and Svcs	$33,000.00			$0.00	$25,262.50
Revenue Total	$33,000.00			$0.00	$25,262.50
Expense					
D5101 - Professional Fees & Svcs - Function 500	$15,151.00			$0.00	($28,859.00)
D5301 - Materials & Supplies Exp - Function 500	$114.00			$0.00	$114.00
D5350 - Repairs and Maintenance - Function 500	$57.00	$125.25		$0.00	($66.25)
D5360 - Rental Exp-Non-Cap - Function 500	$3,759.00	$9,653.19	$0.00	$0.00	($5,894.19)
D5371 - Printing & 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	$93,222.29	$0.00	$0.00	($57,395.29)
D5331 - Communication & Utilities - Function 500	$114.00				$114.00
C5331 - Communication & Utilities	$114.00				$114.00
D5461 - Scholarships & Financial Aid - Function 630	$2,905.00				$2,905.00
C5460 - Scholarships & Financial Aid	$2,905.00				$2,905.00
Expense Total	$38,846.00	$93,222.29	$0.00	$0.00	($54,376.29)
Total	**Total**				($29,113.79)

Budgeting 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).

Hyperlinks are reflected in blue font. Click on the "Total" line 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

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-Managed, Fund: 830001 - Designated Tuition, Program: , Purpose: 13155 - AED Program, Site:

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Expense					
D5014 - Salaries -Staff - Function 550	$1,457,100.91		$160,557.00	$966,761.33	($6,024.49)
D5014 - Salaries -Staff - Function 600	$15,609.74		$0.00	$0.00	$15,609.74
C5014 - Staff Salaries	**$1,472,710.65**		**$160,557.00**	**$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**	**$160,557.00**	**$967,408.79**	**$3,166.82**
Total	Total				$3,166.82

Accounts with different functions are repeated by function.

- 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.

JournalID/KKTranID	Journal/KK Transaction Line	Description	Line Description	Vendor	RQ/PO/VO Id#	Accounting Period	Date	Budget	Revenue	Expense	
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	

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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 non-budgetary 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.

Resources

Budget Website

- Whom to Contact
  - Support>Whom To Contact
  - 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
- Documents
  - 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.

Questions?

Appendix

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 the C-Level.	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.	

Report Options - Projects

	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 Division.	View status of your budget balance at a glance. 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 project. It can be run by department, exported to excel, and then filtered for project chartstrings.	Drill-throughs don't contain the detail available on the DBS report. All activity (revenues and expenses) on Non-Budgetary Chartstrings is aggregated.

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Report Options - Other

	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.	

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Resources

For Help With	Contact
IDTs	• Financial Reporting - x5500 - FRO_Cash&CampusAcctg@untsystem.edu
Account Questions	• Financial Reporting - UNT FINREP
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
Budget Errors	• Budget Office - EMAIL Budget.Office@unt.edu
Chart String – General Questions	• Budget Office - x3231
Chart String – Request a New Chart String	• Budget Office - Complete a Chartfield Setup/Change Form
Chart of Account Resources	• fit.untsystem.edu, Look here for function definitions.