

## Cognos Budget Overview Report

The screenshot shows a web interface for selecting parameters for a Cognos report. At the top, the UNT SYSTEM logo is displayed. Below it, the title "Budget Overview Report" is shown, followed by a subtitle: "This report reflects Budget Overview, also known as Commitment Control, from PeopleSoft (EIS). This is the official report for the University of North Texas System and its components." The main area is a light green box titled "Please Select Parameters Below:". It contains several input fields: "Business Unit" (a dropdown menu), "Department or Manager" (a search box with a "Search" button and a "Keywords:" label), "Budget Year" (a text box containing "2017"), and "View" (a dropdown menu set to "Annualized View"). Below the search box, there are two columns: "Results" and "Choice". The "Results" column has a "Select all Deselect all" link. The "Choice" column has "Insert" and "Remove" buttons. At the bottom of the form, there are three buttons: "Cancel", "Finish", and "Next >". A small instruction at the bottom of the form reads: "Select your department in the box above then click 'Finish'. To run by project and/or other FoAPs elements, click 'Next'".

- **Business Unit:** Is not required, but users can limit the results of the report by institution.
- **Department or Manager:** Users can enter department ID directly or search using wildcards
  - Entering "%9" and clicking 'Search' will return all departments with a 9 in either the description or actual department value.
  - Entering "Smith" and clicking 'Search' would return all departments with either a department holder with the name of 'Smith', or a description containing 'Smith'.
- **Budget Year:** Defaults to the current year. For 2004-February 2016 data, users would need to refer to the 9.0 Cognos Reports.
- **View:** Allows users to choose between an Annualized view of data (full year) or by (accounting) Period View. This field defaults to Annualized.
- **Cancel:** Closes the prompt page.
- **Finish:** Takes you to the report based on parameters picked on this page. You may launch the report from any page.
- **Next:** Takes you to a second page where you can specify additional chartfield values to build your report on. This prompt page contains more prompts to narrow your results further.

## Budget Overview Report

This report reflects Budget Overview, also known as Commitment Control, from PeopleSoft (EIS). This is the official report for the University of North Texas System and its components.

Please Select Parameters Below:

Fund Category	<input type="text"/>	<input type="button" value="Insert"/> <input type="button" value="Remove"/>	Choices: <input type="text"/>
Fund	<input type="text"/>		<a href="#">Select All Defaults</a>
Function	<input type="text"/>		
Department	<input type="text"/>	<input type="button" value="Insert"/> <input type="button" value="Remove"/>	Choices: <input type="text"/>
Account	<input type="text"/>		<a href="#">Select All Defaults</a>
Project	<input type="text"/>		
PC Business Unit	<input type="text"/>		
Activity	<input type="text"/>		
Program	<input type="text"/>		
Purpose	<input type="text"/>		
Site	<input type="text"/>		
Ledger	<input checked="" type="checkbox"/> Expense Budget (BL_OHD) <input type="checkbox"/> Expense Control (BL_PARR) <input checked="" type="checkbox"/> Revenue (RE) <input checked="" type="checkbox"/> Non-Budgetary (NB) <input checked="" type="checkbox"/> Non-Sponsored Project Expense (NL_PRJ) <input checked="" type="checkbox"/> Non-Sponsored Project Revenue (NL_PRJ_RE) <input checked="" type="checkbox"/> Sponsored Project Budget (PO_OHD) <input type="checkbox"/> Sponsored Project Control (PO_PARR) <input type="checkbox"/> Sponsored Project Revenue (PDR)		

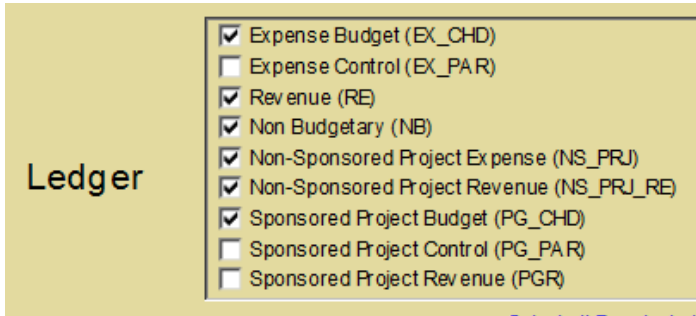
All prompts with \* on this page have a built-in wildcard card, meaning partial values will be accepted e.g. entering "85" in Fund will return all Funds that start with "85". Advanced Tip: Enter "\_5" to return values that have 5 in the second character. Enter "2\_\*" to return all values that start with 2 and the third character is 4 e.g. 204000, 214000, 224000.  
Remember that prompts filter your data. By entering values into the prompts you narrow the result sets. Start off by casting a wide net by only using one prompt. You can always rerun the report with additional prompts to narrow the results as needed.

< Back    Cancel    Finish

- **Fund Category & Department:** Allows users to type or paste in multiple selections.
- **Fund, Function, Account, Project, PC Business Unit, Activity, Program, Purpose, and Site:** Have a built in wildcard meaning partial values will be accepted.
  - For example, entering "85" in the Fund box would return a report with all Funds that start with 85.
  - Underscores and spaces can be used to filter as well; entering "\_5" will return values with a 5 as the second digit. Entering a space in any box will pull all information where that particular chartfield value is blank.
- **Ledger:** Allows users to view department chartstrings (budgetary or non-budgetary), project chartstrings (sponsored or non-sponsored) or a mix of each. This field is defaulted to show all department and project chartstrings.

*(Ledger Guidance Continued on Next Page)*

Default Ledger Settings:



Ledger	<input checked="" type="checkbox"/> Expense Budget (EX_CHD)
	<input type="checkbox"/> Expense Control (EX_PAR)
	<input checked="" type="checkbox"/> Revenue (RE)
	<input checked="" type="checkbox"/> Non Budgetary (NB)
	<input checked="" type="checkbox"/> Non-Sponsored Project Expense (NS_PRJ)
	<input checked="" type="checkbox"/> Non-Sponsored Project Revenue (NS_PRJ_RE)
	<input checked="" type="checkbox"/> Sponsored Project Budget (PG_CHD)
	<input type="checkbox"/> Sponsored Project Control (PG_PAR)
	<input type="checkbox"/> Sponsored Project Revenue (PGR)

**Caution:** The “PAR” ledgers should always be left blank. Selecting a “PAR” ledger will result in transactions being duplicated.

Refer to the chart below for guidance with selecting the appropriate ledgers.

To View	Select These Ledgers
<b>Department Chartstrings – Budgetary</b> (Fund Cats 105, 120, & 200)	<ul style="list-style-type: none"> <li>• Expense Budget (EX_CHD)</li> <li>• Revenue (RE)</li> </ul>
<b>Department Chartstrings – Non-Budgetary</b> (All Fund Cats except 105, 120, & 200)	<ul style="list-style-type: none"> <li>• Non Budgetary (NB)</li> </ul>
<b>Projects – Sponsored</b> (Grants)	<ul style="list-style-type: none"> <li>• Sponsored Project Budget (PG_CHD)</li> </ul>
<b>Projects – Non-Sponsored</b> (Non-grants such as F&A, Construction,)	<ul style="list-style-type: none"> <li>• Non-Sponsored Project Expense (NS_PRJ)</li> <li>• Non-Sponsored Project Revenue (NS_PRJ_RE)</li> </ul>

- **Back:** Takes you to the previous prompt page.
- **Cancel:** Closes the prompt page.
- **Finish:** Takes you to the report based on parameters picked on this page.