Cognos Budget Overview Report

- **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 it's components.

Please Select Parameters Below:

Fund Category

Insert ➡
⬅ Remove

Choices:

Select all Deselect all

Fund ♠ [   ]
Function ♠ [   ]

Department

Insert ➡
⬅ Remove

Choices:

Select all Deselect all

Account ♠ [   ]
Project ♠ [   ]
PC Business Unit [------------------ ▼]
Activity ♠ [   ]
Program ♠ [   ]
Purpose ♠ [   ]
Site ♠ [   ]

Ledger

- ☑ Expense Budget (BK_CHD)
- ☐ Expense Control (BK_PAR)
- ☑ Revenue (RE)
- ☑ Non Budgetary (NB)
- ☑ Non-Sponsored Project Expense (NS_PRJ)
- ☑ Non-Sponsored Project Revenue (NS_PRJ_RE)
- ☑ Sponsored Project Budget (PG_CHD)
- ☐ Sponsored Project Control (PG_PAR)
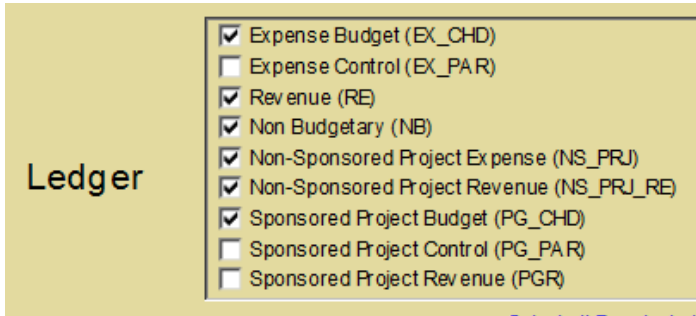- ☐ Sponsored Project Revenue (PGR)

Select all Deselect all

All prompts with ♠ on this page have a built in wildcard, 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_4" 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 prompt 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:

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
Department Chartstrings – Budgetary (Fund Cats 105, 120, & 200)	• Expense Budget (EX_CHD) • Revenue (RE)
Department Chartstrings – Non-Budgetary (All Fund Cats except 105, 120, & 200)	• Non Budgetary (NB)
Projects – Sponsored (Grants)	• Sponsored Project Budget (PG_CHD)
Projects – Non-Sponsored (Non-grants such as F&A, Construction,)	• Non-Sponsored Project Expense (NS_PRJ) • Non-Sponsored Project Revenue (NS_PRJ_RE)

- **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.