

USER GUIDE

Accessing and Navigating the New Financial Reports in Cognos

To navigate to your specific report (always start at the highest level of reporting, in this case the Department Budget Summary) you would do the following:

Department Budget Summary - with D Level

Please Select Parameters Below:

Business Unit: Univ. of North Texas at Dallas (DL773) UNT Health Science Center (HS763) University of North Texas (NT752) Univ. of North Texas System (SY769)

Budget Year: 2017

Type in Department, Code, or Manager Name to Search: Search

Select appropriate Department:

To optionally filter Chartfields, click the "Filter" button then choose selection(s)

Filter

Fund Category:

Fund:

Program:

Purpose:

Site:

Cancel Submit

STEP 1: Select your business unit by clicking on the appropriate radio button.

STEP 2: Choose Budget Year.

STEP 3: Enter in a last name of the account holder, department name, or department code you want to see data.

STEP 4: Click the "Search" button and then select your appropriate Department.

STEP 5: Optionally click filter and then filter on other chartfields related to your Department.

STEP 6: Click on the "Submit" button

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Once your report is delivered, your screen will change and you will see the Department Budget Summary Report.

UNDERSTANDING THE REPORT: BUDGET DEPARTMENT SUMMARY OVERVIEW – SAMPLE DATA

University of North Texas
Department Budget Summary - with D Level
Fiscal Year-to-Date

Department: 121800
Department Description: History
Organizational Department Manager: Account Holder Name
[Department Transaction Summary](#)

Budget Year: 2017
Date: Feb 14, 2017

Account	Budget	Actual	PreEncumbrance	Enc
Revenue				
D4060 - Student-Instructional Fees	0.00	\$27.37	0.00	
C4050 - Fee	0.00	\$27.37	0.00	
D4710 - Additional Appropriations	0.00	\$23,506.88	0.00	
C4710 - Additional Appropriations	0.00	\$23,506.88	0.00	
Revenue Total	0.00	\$23,534.25	0.00	
Expense				
00000 - ACCT TREE ROOT NODE	\$902,862.50	\$7,057.60	0.00	\$6,430.29
00000 - ACCT TREE ROOT NODE	\$902,862.50	\$7,057.60	0.00	\$6,430.29
D5010 - Salaries-Faculty (Academic)	\$2,415,790.78	\$1,297,318.63	\$46,285.40	\$1,096,806.90
D5012 - Salaries-Faculty (Acad-Part Time)	\$325,102.66	\$348,557.20	\$5,594.72	\$327,909.24
D5014 - Salaries - Staff	\$115,142.60	\$35,763.45	0.00	\$59,397.21
D5016 - Salaries-Student	(\$9,774.14)	0.00	0.00	0.00
D5031 - Wages	\$240,071.87	\$66,408.65	0.00	\$5,422.20
C5010 - Faculty Salaries	\$3,086,334.78	\$1,748,047.93	\$52,270.12	\$1,489,535.56

Header includes key information.

Clicking here jumps the user to the Department Transaction Report that shows every transaction across all of the Chart String.

If you click on a budget account (e.g. D5031 –Wages) you would automatically drill directly to the Department Transaction Detail Report. Of special note, we designed the drill down process to open in a new Tab in your browser at the

If you scroll down further you will see de-aggregated sections of Fund Category and Fund. Note that these amounts roll up to the amounts indicated in the primary summary table. This section functions in the same manner as the Department Budget Summary above (**Note: this is SAMPLE data**).

Summary | **D-Account by Fund**

D5331 - Communication & Utilities	Fund Category: 105 - Educational & General, Fund: 805038 - State Approp-HEF, Program: , Purpose: , Site:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D5331 - Communication & Utilities	Fund Category: 200 - Designated Operating-Managed, Fund: 830001 - Designated Tuition, Program: , Purpose: , Site:	\$10,380.00	\$4,840.43	\$0.00	\$0.00	\$5,539.57
D5331 - Communication & Utilities	Fund Category: 200 - Designated Operating-Managed, Fund: 880001 - Instructional FFF, Program: , Purpose: , Site:	\$370.69	\$85.32	\$0.00	\$0.00	\$285.37
D5331 - Total		\$10,750.69	\$4,925.75	\$0.00	\$0.00	\$5,824.94

Clicking the "D-Account by Fund" tab allows you to view the report pivoted as show below.