

IMPORTANT NOTES TO USING & REVIEWING YOUR RESULTS	1
LOCATE REPORT	2
REPORT SETUP - PROMPT PAGES	2
REPORT FOCUS FILTERS / PAGE 1	
DETAILED FILTERS – CHARTSTRING INCLUSIONS / PAGE 2	3
DETAILED FILTERS – CHARTSTRING EXCLUSIONS / PAGE 3	4
REPORT RESULTS	5
Report Features	5
Drill-Through Options	6
Layout Overview	6
IN REPORT FILTERING & CONTROLS	7
EXPORTING YOUR REPORT RESULTS	7
EMAIL REPORT DIRECTLY	7
ACROBAT PDF	7
Excel Data XLS	7
ERROR RESULTS	8

Important Notes to Using & Reviewing Your Results

• Notes

• Data Population

This report is populated from the KK Ledger AND the GL Ledger. Due to the mixed population, the Budgeted amount will appear on a row while the corresponding actuals will appear on the next row in order to include the specific lowest level GL Account to which the actuals are posted.

• Items without a Budgeted Amount

All Actuals will print to the report regardless of the corresponding Budget Account possessing a dollar amount or zero entry.

• Actuals Post & Pending

Actuals are show both from approved and posted stated as well as a separated amount for those that are pending against the same account.

Locate Report

- 1. Login to your <u>MyUNT Portal</u> and click on the **Reports Tab**.
- Under "Financial Reporting", choose "FIN002 Account Summary Report".

Report Setup- Prompt Pages

Report Setup - Prompt Pages

All initial **Landing Pages** for reports on the Cognos System will appear similar in format. You will have a set of filtering choices based on the source's available data.

REPORT FOCUS FILTERS / PAGE 1

 Select your parameter choices. (Only the Budget Period is required).

FIN0 This report reflects Budget O the actuals from The Ceneral for the University Please make note that if you recommended to use the Pr	Description of the second seco
Pleas	se Select Parameters Below.
Budget Period	2019 (Does not Impact Projects)
Business Unit	p_BUSINESS_UNIT
Department or Manager roject ID/Description or Manager Name	Name III (1997) - 1977) - 197
Account Type KK Group	Exact Instance E
To fi	filer by other FoaPs elements dick "Next"
Cance	el Finish Next>

Budget Period	The budget year automatically fills with the current operating year and you may override if you prefer by typing in the box.
Business Unit	Default will pull "All Units" or you may use the Dropdown to select one particular unit by which to filter the report.
Department Manager	You can Search by either the DeptID, Dept Descriptions or if you know the manager, you may type here and search. For further search features, click the Options Link to expand additional search methods. Your results appear in the left box. Highlight any or all results and click the Insert Button to include as your filter choice here. *Notes: CTRL + Click to choose more than one. If you need to view several departments and have a numbered list, you can use the department selection on the Detailed Filters/Page 2 below.
Project ID	You can Search by either the Project ID, Project Descriptions or if you know the manager, you may type here and search. For further search features, click the Options Link to expand additional search methods. Your results appear in the left

	box. Highlight any or all results and click the Insert Button to include as your filter choice here. *Notes: CTRL + Click to choose more than one. If you need to view several departments and have a numbered list, you can use the department selection on the Detailed Filters/Page 2 below.
Account Type	Default unchecked will allow for both. You do not need to click "Select All" to do so. Otherwise, choose to limit the report results to Revenue or Expense by checking the appropriate boxes.
KK Group	Default for this report is set to Budgetary and Non-Budgetary as selected only. Otherwise, choose to limit it to Budget Group type by checking the appropriate boxes as needed to focus and limit viewing results.

2. If you are satisfied with your choices and do not need to engage Detailed Filters, click the **Finish Button**. Otherwise, to run by other FoaPs elements, click the **Next Button**.

DETAILED FILTERS – CHARTSTRING INCLUSIONS / PAGE 2

3. Select your parameter choices.

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.

Fund Category	You can either enter a Fund Cat within this box or paste .
r und cutegory	Several numbers may be entered here but each one must be
	on its own line to filter correctly. When you are ready, click
	the Insert Button. All items you have typed/pasted in to the
	box will move to the Choices Box .
Fund	If you know a particular Fund you would like to filter by,
	enter here.
Function	If you know a particular Function you would like to filter by,
	enter here.
Department	If you chose Department(s) on the first page, they will
	automatically appear here. You can type or paste multiple
	choices additionally within the Right Box to insert additional
	or from a list. When you are ready be sure to click the Insert
	Button to add your entries to the Choices Box.
	Batton to data your entries to the endices box .

UNT | SYSTEM[®]

Account	If you know a particular Account you would like to filter by, enter here.
Project	If you chose Project(s) on the first page, they will automatically appear here. You can type or paste multiple choices additionally within the Right Box to insert additional or from a list. When you are ready be sure to click the Insert Button to add your entries to the Choices Box .
PC Business Unit	Available PCBUs are displayed in the dropdown. If you know a particular PC Business Unit you would like to filter by, select it here. If using a PCBU, only one may be filtered for at a time.
Activity	If you know a particular Activity you would like to filter by, enter here.
Program	If you know a particular Program you would like to filter by, enter here.
Purpose	If you know a particular Purpose you would like to filter by, enter here.
Site	If you know a particular Site you would like to filter by, enter here.
Exclude Fund	If there is a particular Fund you do not want to intermingle in your views, you may enter it here. (Only one may be entered).
Ledger	The default selections will show you where the budgets have been entered. You can choose additional selections or remove defaults by clicking the Checkboxes .

4. If you are satisfied with your choices and do not need to engage FOAPs exclusion Filters, click the **Finish Button**. Otherwise, to run by excluding particular FoaPs elements, click the **Next Button**.

DETAILED FILTERS – CHARTSTRING EXCLUSIONS / PAGE 3

5. Select your parameter choices.

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.



Et al.... The strings listed here mirror the Inclusions descriptions listed for the previous page.

6. When you are satisfied with your choices, click the Finish Button to run the report. *If you need to make changes or want to check your filters, you can click the Back Button at any time to review and click the Finish Button from any point without having to re-enter your information.

Report Results

Report Results

REPORT FEATURES

- Results are grouped by **Departments** and indicated by the **Underlined Title Bar**.
- **Fiscal Budget items** appear first in the reporting structure groupings. Departmental contributions to particular **Projects** appear next.
- Budget Accounts will duplicate IF the budget for that account is spread across more than one Function.
- The Light Green Bars indicate groupings of lower A level hierarchy Budget Account Trees. The Dark Green Bars indicate the rollup level hierarchy Budget Account Trees.
- Notice that though the line is the same, the GL Data item populates on it's own row underneath the row where the budget itself may be created.

	D5301 - Materials & Supplies Exp - Total	<u>2,000.00</u>	<u>6,767.21</u>	
	53101 - Furnishings Eqpmnt Othr-NonCap 700 - Auxiliary Enterprises	<u>0.00</u>	<u>99.98</u>	J
	53084 - Supplies-Ag,Const,Hardware 700 - Auxiliary Enterprises	0.00	6,642.23	- GL
	53071 - Lab Supplies 700 - Auxiliary Enterprises	<u>0.00</u>	<u>25.00</u>	
	D5301 - Materials & Supplies Exp 700 - Auxiliary Enterprises	2,000.00	<u>0.00</u>	KK
Expense				

JN	TISYSTEN	\mathcal{M}^{2}			Ac	:count Sເ	ummary
Departmen	t: 163000 - Auxiliary Services-Gen (NT752) Fund Category: 120 - Auxili	ary Fund: 810000	- Auxiliary-Gen			
	Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue							
	42009 - Food Svc-Vending	700 - Auxiliary Enterprises	218.000.00	0.00	0.00	0.00	
	42009 - Food Svc-Vending	700 - Auxiliary Enterprises	0.00	187,166.68	0.00	0.00	
		D4200 - Food Service and Dining - Total	218,000.00	187,166.68	0.00	0.00	(30,833.3
		C4200 - Food Service and Dining Total	218,000.00	187.106.68	0.00	0.00	(30,833.3
	70003 - Trans from Other Funds	700 - Auxiliary Enterprises	1.428.30	0.00	0.00	0.00	
	70003 - Trans from Other Funds	700 - Auxiliary Enterprises	0.00	1.428.30	0.00	0.00	
		D7000 - Trans T/F Other Funds - Total	1,428.30	1.428.30	0.00	0.00	9.0
		C7000 - Trans T/F Other Funds Total	1,428.30	1,428.30	0.00	0.00	0.0
		Revenue - Total	219,428.30	188,594,98	0.00	0.00	(30,833.3
zense							
	D5301 - Materials & Supplies Exp	700 - Auxiliary Enterprises	2.000.00	0.00	0.00	0.00	
	53071 - Lab Supplies	700 - Auxiliary Enterprises	0.00	25.00	0.00	0.00	
	53064 - Supplies-Ag,Const,Hardware	700 - Auxiliary Enterprises	0.00	6.642.23	0.00	0.00	
	53101 - Furnishings Eqprent Othr-NonCa	700 - Auxiliary Enterprises	0.00	99.96	0.00	0.00	
		05301 - Materials & Supplies Exp - Total	2,000.00	6,767.21	0.00	0.00	(4,767.21
	53511 - RM-RP-FacOthimprv-Expred	700 - Auxiliary Enterprises	0.00	424.60	0.00	0.00	
		5350 - Repairs and Maintenance - Total	0.00	424.60	0.00	0.00	(424.6)
	D5501 - Other Operating Exp	700 - Auxiliary Enterprises	1.428.30	0.00	0.00	0.00	
	55105 - OTHR LICENSE EXP	700 - Auxiliary Enterprises	0.00	147.97	0.00	0.00	
		D5501 - Other Operating Exp - Total	<u>1,428.30</u>	<u>147.97</u>	0.00	0.00	1,280.33
-	CE	070 - Maintenance & Operations Total	3,428,30	7.339.78	0.00	0.00	(3.911.4
		Expense - Total	3,428.30	7,339.78	0.00	0.00	(3,911.4
7		Net Total	222,856.60	195,934.76	0.00	0.00	(34,744.8)

DRILL-THROUGH OPTIONS

- **Clicking** on the Department ID itself in the **Underlined Title Bar** (see above) will drill directly through to the "FIN015 - Department Summary Report".
 - *note 1: See the Account Summary Guide for more information on this report.
 - *note 2: Unless you unchecked the defaults on the first Prompt Page, the report will display **only** Department Details **without** Projects included!
- Clicking on any of the underlined dollar amounts will drill-through to the "FIN003 – Transaction Detail Report" to view the detailed transactional line that makes up the chosen amount.

					ΈN															512		en Vaka	eu ⁴ Do Pou	i si co	salaa(b) i	14C 212 11	10 AR3 V		
		working P																											
Yur	Redipt. Period	Period	Easthcas Lat	0.ml	Pent Cel Depor	P.ed	Fand Depor	facia	Descr	Dependent	Descr	Project	Dealer Dealer	PCBJ	Adhite	DLave	Accept	Descr	Tipe	(Tragmen	Cencr Cencr	Puter	Descr Gescr	21	Ste Genor	D.dgel	Actual	Encamèrance	Dicurbs
2018	26.0	9	187712	120	Audiay	81000	Audat- Gan	708	Auditry Cristymes	953630	Audiary Services Gen					04218 - Restale	42115	Farshin- Space Leave	Service -			1220	Contentione Contentione	685	LNT Exolution	6.03	68.873-60	8.30	
2018	26.0	0	87712	130	/adday	81033	Auday Gae	708	Autility Crimpeses	453430	Audinty Section					04218 Restrikt	69165	Ewitaki Spisa Labia	lavara.a					985	UST Roat Office	6.03	2 114 83	8.00	
2018	21.0	0	81732	120	Audio y	****	hailey time	208	Autility Friedoses	10.000	Audimy Services					04218 Review	0115	Farthit Space Logic	59,93.8			1519	Contentione Constrained	585	LNT Federation	643	64.873-00	**	
2018	3.5	8	80592	287	Designated Operation) Tenenut	8538	Departmental Departmental	208	Asility Histories	160.0	Andrey Servers. Here					INCOME.	ењ	iwbA 2pain Ione	NUMBER OF STREET					250	Signa Chi Filiana	103	15.01	**	
2018	18194	N	81.74	1.10	fasilary	****	Sanay. Bar	A.6	Authory Interpreters	1648	Andrey Newson					intra . Textular	Olla	Nation Space				12.9×	Haddlare Cardward	584	uni Paraletere	101	10.0.0 41	10	
2969	3876	8	88.742	287	Designated Operations Occurs A	85.XI	Ocychiceld Osciency	208	Anders Diference	юаж	Andrey Novem- Car					04218 - TOKAN	Q16	ta 6.6. Sp.m.s. D.w.s.	10.04.0							1.03	17 B 2 10	**	
2919	3879	*	87762	230	Designated Operation- Oceand	59X8	Douberid Doctimes	108	Anders Drivering	HINK	Anitar Sovto- Gol					04218 - D, Wals	42115	Totala Samo- Long	Sec.					135	tige ar Cite Pintor	6.03	123.82	0.00	
2919	38.0	*	87752	290	Designated Operating- General	519X8	Dupational Obstationary	708	Anders Drittprice	1510	Ander Schlip- Ga					04218 - Doreido	Q115	Terkis- Seno- Long	Second					135	Signar Cal No.oc	6.03	125.00	0.00	
2915	2810	6	87792	292	Designated Operation Descent	\$1933	Occuriecenial Observationary	708	Audiey Drasprace	453636	Apdiay Sovieta- Gan					04218 - Romato	42115	Rorikub- Spusco- Leann	Sevena					1290	Zela Toa Alpha Taulas	640	(1.226.71)	0.00	
2915	21.0	5	10752	120	Audley	810008	Audat- Gan	708	Audiay Draisprass	153630	Apdiay Services- Gen					04218 - Revials	42115	Rankub- Space- Lease	Service					285	UNIT Poet Office	600	1 604 90	9.30	
2018	28.15	0	187712	120	Audley	810008	Audap- Ger	708	Auditry Cristoffee	903038	Audiay Seven Gen					04218 - Remain	42185	farikle Spice Lepise	favores			43280	Contents to Contents	085	LAP Destations	6.03	68-873-60	9.30	
2018	20.0	9	87712	120	Audio y	81033	Auditer Gan	708	Autility Crimpeters	913430	Audiary Services Geo					04218 - Restain	42115	Esrika Spica Lapia	Service .			43289	Contentions Contents	985	LNT Exolutions	643	68.873.60	8.30	
2018	3.9	5	87752	2302	Designated Operating Designation	arsona	Departmental Discontinuosy	208	Autility Crimpises	452430	Audinty Services					04218 Rector	6415	Farthit Spina Lotte	58.012.0							6.03	3 594 63	8.00	

Cognos Report Functionalities

LAYOUT OVERVIEW

- Report results are typically displayed in an interactive HTML on screen style.
- Based on your selections, if any, the report will only display results that match your initial filtering choices.
- Reports on screen may combine the Level Number result with the Description for that level in one single column. (*Report results exported to* XLS will break these out, see the <u>Export XLS directions</u> below.)
- If there is an error in your request or no results can be produced, you get a return message showing the parameters you chose that produced these results. (See the <u>Error Results section</u> below for more information or to troubleshoot.)
- Use the **"Page Down" Link** at the bottom left to see additional pages (if any).

L on screen	IBM Cognos Viewer - Fund Category Tree									
				🔑 Keep this ver						
results that	UNT	SYSTE	M							
vith the	Clear All Selections	Refresh								
	Fund Category L	evel A:	Fund	Category Level B:						
lts exported to	Fund Cat A All	٣		Sponsored Projects-Restr						
	A30 - Restricted Expendab A30 - Restricted Expendab			sored Projects-Restr						
duced, you nat produced rmation or to	/content/fold Jan 10, 2018 ≖Top ☆ Page up ¥ Page			fexas System Vfolder (@ns ees Vreport (@name= Fun 1 of ?						
≂ Top 순 Page uj	p ▼ Page do	wn 🛎 Botto	om							

UNT SYSTEM

163000 Au	xiliary Services-Gen Armitage,Daniel Dean						
	Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue							
	42019 - Food Svc-Vending	700 - Auxiliary Enterprises	218.000.00	9.99	0.02	0.00	
	42009 - Food Svc-Vending	700 - Auxiliary Enterprises	0.00	171,173,87	0.02	0.00	
	D4200 - Food Service and Din	ng 700 - Auxiliary Enterprises Total	218,000.00	171,173.87	0.00	0.00	(46,826.13
		C4200 - Food Service and Dining Total	218,000.00	171,173.87	0.00	0.00	(46,826.13
	42105 - Rentals-Space-Lease	400 - Academic Support	0.00	1,948.26	0.00	0.00	
	D4210 - Ro	ntala 400 - Academic Support Total	0.00	1,948.26	0.00	0.00	1,948.26
	42105 - Rentals-Space-Lease	500 - Student Services	9.90	110.745.44	0.02	0.00	
	D4210 - F	ientals 509 - Student Services Total	0.00	110,746.44	00.0	0.00	110,746.44

Department Summary

• Use the **"Bottom" Link** to skip to the last page of **Applied Parameters** where you can review what your filtering choices were on the initial **Prompt Page** selections. Use the **"Top" Link** then to return to your first page.

IN REPORT FILTERING & CONTROLS

UNT | SYSTEM[®]

 You can clear any originally selected Filters by returning to the Prompt Pages from within the Report you are currently viewing (without starting over). To do so, click on the Play — Button in the upper right hand toolbar of your screen.

					<u>Log Off</u>	Â	<u>About</u>	IBM.
_	Keep this version	÷	6	•	-	📑 Ad	d this repo	nt 🕶 🛛 📐

Exporting Your Report Results

Exporting Your Report Results

In the upper right of your screen you will see multiple options to use your results.

EMAIL REPORT DIRECTLY

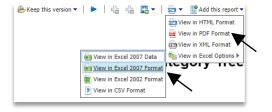
Click the **"Keep this Version" Dropdown** to select "Email Report". Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.

ACROBAT PDF

Click the HTML Paper Dropdown to choose "View in PDF Format".

EXCEL DATA XLS

Click the **HTML Paper Dropdown** to choose **"View in Excel Options".** You will need to also select a further output type. The most common one you will use is **"View in Excel 2007 Format".**



Keep this version ▼ | ▶ | ♣ ♣ ♣ ₩ ♥ | ♣ ▼ | ♣ ▼ Add this report ▼ |

Error Results

Error Results

An example of the standard results message when Cognos cannot determine a match for your requested filters is:

No data available for the parameters chosen, please review the parameters below: Fund Cat: 876

The selection you have made on the prompt page is listed automatically below the "No Data" message. Again, to re-run the report with a different selection, click the Play Button in the upper right toolbar.

