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## Important Notes to Using & Reviewing Your Results

- **Notes**
  - **Data Population**  
This report is populated from the KK Ledger
  - **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 [MyUNT Portal](#) and click on the **Reports Tab**.
2. Under “Financial Reporting”, choose “[FIN001 - Budget Overview Report](#)”.

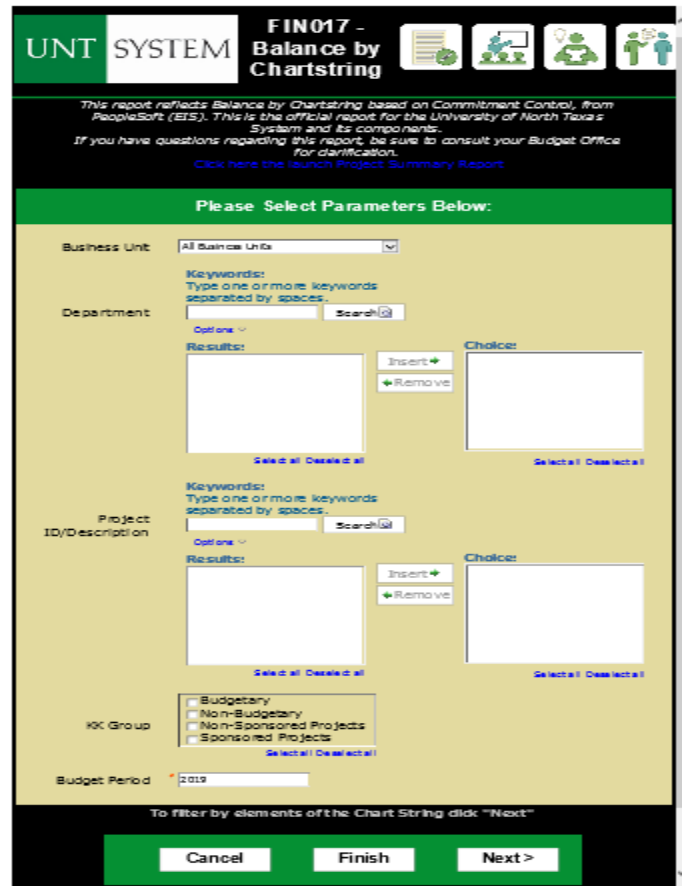
# Report Setup- Prompt Pages

## 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

1. Select your parameter choices. (No parameters within this report are required).



|                           |   |
|---------------------------|---|
| <i>Business Unit</i>      | Default will pull “All Units” or you may use the <b>Dropdown</b> to select one particular unit by which to filter the report.   |
| <i>Budget Period</i>      | The budget year automatically fills with the current operating year and you may override if you prefer by <b>typing</b> in the box.   |
| <i>Department Manager</i> | You can <b>Search</b> by either the DeptID, Dept Descriptions or if you know the manager, you may type here and search. For further search features, click the <b>Options Link</b> to expand additional search methods. Your results appear in the left box. <b>Highlight</b> any or all results and click the <b>Insert Button</b> to include as your filter choice here.<br><i>*Notes: CTRL + Click to choose more than one.<br/>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.</i> |
| <i>Project ID...</i>      | You can <b>Search</b> 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.*

*KK Group*

Default **unchecked** will allow for all. You do not need to click “Select All” to do so. Otherwise, choose to **limit** it to Budget Group type by **checking** the appropriate boxes to focus and limit viewing results.

The budget year automatically fills with the current operating year and you may override if you prefer by typing in the box.

- 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

- 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.*

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

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

- 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 FoapPs elements, click the **Next Button**.

DETAILED FILTERS – CHARTSTRING EXCLUSIONS / PAGE 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.

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

- 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 on by **Business Unit**.
- The **Business Unit** appears first in the reporting structure followed by the department number, chartstrings and balance.

| BUSINESS_UNIT          | DEPARTMENT | DEPT_DESC        | FUND_CATEGORY | FUND_CATEGORY_DESC           | FUND   | FUND_DESC            | PROGRAM | PROGRAM_DESC | PURPOSE | PURPOSE_DESC         | SITE | SITE_DESC | PROJECT | PROJECT_DESC | Balance         |
|------------------------|------------|------------------|---------------|------------------------------|--------|----------------------|---------|--------------|---------|----------------------|------|-----------|---------|--------------|-----------------|
| NT752                  | 122100     | Military Science | 105           | Educational & General        | 805001 | State Approp-BSA     |         |              |         |                      |      |           |         |              | -79.97          |
| NT752                  | 122100     | Military Science | 105           | Educational & General        | 805010 | State Approp-OIASI   |         |              |         |                      |      |           |         |              | -281.34         |
| NT752                  | 122100     | Military Science | 105           | Educational & General        | 805012 | State Approp-TRIS    |         |              |         |                      |      |           |         |              | -253.46         |
| NT752                  | 122100     | Military Science | 105           | Educational & General        | 805013 | State Approp-GRP INS |         |              |         |                      |      |           |         |              | -624.82         |
| NT752                  | 122100     | Military Science | 200           | Designated Operating-Managed | 830001 | Designated Tuition   |         |              |         |                      |      |           |         |              | 5,509.24        |
| NT752                  | 122100     | Military Science | 200           | Designated Operating-Managed | 830001 | Designated Tuition   |         |              | 10219   | Computer Replacement |      |           |         |              | 1,145.49        |
| <b>Overall - Total</b> |            |                  |               |                              |        |                      |         |              |         |                      |      |           |         |              | <b>5,415.14</b> |

#### DRILL-THROUGH OPTIONS

- Clicking** on the Balance Amount will drill directly through to the this report - “FIN001 – Budget Overview Report”.



### Budget Overview

[Click here for all transactions that make up this report](#)

Department: 122100 - Military Science (NT752) Fund Category: 105 - Educational & General Fund: 805001 - State Approp-BSA

| Account                               | Function                  | Current Budget     | Actuals            | Encumbrance     | Tran-<br>sactions | Balance        |
|---------------------------------------|---------------------------|--------------------|--------------------|-----------------|-------------------|----------------|
| <b>Expense</b>                        |                           |                    |                    |                 |                   |                |
| 05014 - Salaries - Staff              | 100 - Instruction-General | 43,838.41          | 39,991.10          | 3,847.26        | 0.00              | 0.00           |
| <b>05014 - Staff Salaries - Total</b> |                           | <b>43,838.41</b>   | <b>39,991.10</b>   | <b>3,847.26</b> | <b>0.00</b>       | <b>0.00</b>    |
| 05011 - Wages                         | 100 - Instruction-General | 800.00             | 800.00             | 0.00            | 0.00              | (80.00)        |
| <b>05011 - Wages - Total</b>          |                           | <b>800.00</b>      | <b>800.00</b>      | <b>0.00</b>     | <b>0.00</b>       | <b>(80.00)</b> |
| <b>Expense - Total</b>                |                           | <b>44,638.41</b>   | <b>40,791.10</b>   | <b>3,847.26</b> | <b>0.00</b>       | <b>(79.97)</b> |
| <b>Net Total</b>                      |                           | <b>(44,638.41)</b> | <b>(40,791.10)</b> | <b>3,847.26</b> | <b>0.00</b>       | <b>(79.97)</b> |
| <b>Report - Total</b>                 |                           | <b>(44,638.41)</b> | <b>(40,791.10)</b> | <b>3,847.26</b> | <b>0.00</b>       | <b>(79.97)</b> |

- **Clicking** on any of the **Underline** dollar amounts will drill-through to the “FIN003 – Transaction Detail Report” to view the detailed transactional line that makes up the chosen amount.

| Fiscal Year     | Budget Period | Acct Period | Account O-Level        | Account Descr          | Account Type | Dept   | Department Descr | Fund Cat | Fund Cat Descr        | Fund   | Fund Descr       | Function | Function Descr      | Program | Program Descr | Purpose | Purpose Descr | Site | Site Descr | PCOU | Project | Project Descr | Activity | Budget           | Actual          | Variance |
|-----------------|---------------|-------------|------------------------|------------------------|--------------|--------|------------------|----------|-----------------------|--------|------------------|----------|---------------------|---------|---------------|---------|---------------|------|------------|------|---------|---------------|----------|------------------|-----------------|----------|
| 2019            | 2019          | 9           | 03014 - Science -Staff | 50143 - Science -Staff | Science      | 122100 | Library Science  | 105      | Educational & General | 805001 | State Approp-RSA | 100      | Instruction-General |         |               |         |               |      |            |      |         |               |          | 0.00             | <u>3,647.23</u> | 0.00     |
| 2019            | 2019          | 8           | 03014 - Science -Staff | 50143 - Science -Staff | Science      | 122100 | Library Science  | 105      | Educational & General | 805001 | State Approp-RSA | 100      | Instruction-General |         |               |         |               |      |            |      |         |               |          | 0.00             | <u>3,647.23</u> | 0.00     |
| 2019            | 2019          | 7           | 03014 - Science -Staff | 50143 - Science -Staff | Science      | 122100 | Library Science  | 105      | Educational & General | 805001 | State Approp-RSA | 100      | Instruction-General |         |               |         |               |      |            |      |         |               |          | 0.00             | <u>3,647.23</u> | 0.00     |
| 2019            | 2019          | 6           | 03014 - Science -Staff | 50143 - Science -Staff | Science      | 122100 | Library Science  | 105      | Educational & General | 805001 | State Approp-RSA | 100      | Instruction-General |         |               |         |               |      |            |      |         |               |          | 0.00             | <u>3,647.23</u> | 0.00     |
| 2019            | 2019          | 5           | 03014 - Science -Staff | 50143 - Science -Staff | Science      | 122100 | Library Science  | 105      | Educational & General | 805001 | State Approp-RSA | 100      | Instruction-General |         |               |         |               |      |            |      |         |               |          | 0.00             | <u>3,647.23</u> | 0.00     |
| 2019            | 2019          | 4           | 03014 - Science -Staff | 50143 - Science -Staff | Science      | 122100 | Library Science  | 105      | Educational & General | 805001 | State Approp-RSA | 100      | Instruction-General |         |               |         |               |      |            |      |         |               |          | 0.00             | <u>3,647.23</u> | 0.00     |
| 2019            | 2019          | 3           | 03014 - Science -Staff | 50143 - Science -Staff | Science      | 122100 | Library Science  | 105      | Educational & General | 805001 | State Approp-RSA | 100      | Instruction-General |         |               |         |               |      |            |      |         |               |          | 0.00             | <u>3,647.23</u> | 0.00     |
| 2019            | 2019          | 2           | 03014 - Science -Staff | 50143 - Science -Staff | Science      | 122100 | Library Science  | 105      | Educational & General | 805001 | State Approp-RSA | 100      | Instruction-General |         |               |         |               |      |            |      |         |               |          | 0.00             | <u>3,523.79</u> | 0.00     |
| 2019            | 2019          | 11          | 03014 - Science -Staff | 50143 - Science -Staff | Science      | 122100 | Library Science  | 105      | Educational & General | 805001 | State Approp-RSA | 100      | Instruction-General |         |               |         |               |      |            |      |         |               |          | 0.00             | <u>3,647.23</u> | 0.00     |
| 2019            | 2019          | 10          | 03014 - Science -Staff | 50143 - Science -Staff | Science      | 122100 | Library Science  | 105      | Educational & General | 805001 | State Approp-RSA | 100      | Instruction-General |         |               |         |               |      |            |      |         |               |          | 0.00             | <u>3,647.23</u> | 0.00     |
| 2019            | 2019          | 1           | 03014 - Science -Staff | 50143 - Science -Staff | Science      | 122100 | Library Science  | 105      | Educational & General | 805001 | State Approp-RSA | 100      | Instruction-General |         |               |         |               |      |            |      |         |               |          | 0.00             | <u>3,523.79</u> | 0.00     |
| Overall - Total |               |             |                        |                        |              |        |                  |          |                       |        |                  |          |                     |         |               |         |               |      |            |      |         |               | 0.00     | <u>33,291.10</u> | 0.00            |          |

# 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 [Export XLS directions](#) 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 [Error Results section](#) below for more information or to troubleshoot.)*

IBM Cognos Viewer - Fund Category Tree

UNT SYSTEM

Clear All Selections Refresh

| Fund Category Level A:      | Fund Category Level B:         |
|-----------------------------|--------------------------------|
| Fund Cat A All              | B40 - Sponsored Projects-Restr |
| A30 - Restricted Expendable | B40 - Sponsored Projects-Restr |
| A30 - Restricted Expendable | B40 - Sponsored Projects-Restr |

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Top Page up Page down Bottom 1 of 2

- Use the “**Page Down**” Link at the bottom left to see additional pages (if any).
- 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

- 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.



# 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.

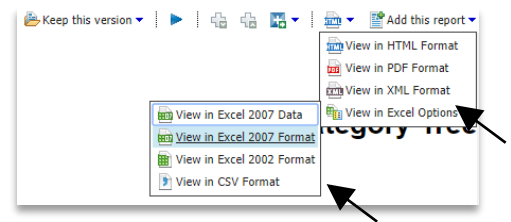


### ACROBAT PDF

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**”.



# 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.

