

IMPORTANT NOTES TO USING & REVIEWING YOUR RESULTS 1

LOCATE REPORT 2

REPORT SETUP - PROMPT PAGES 2

 REPORT FOCUS FILTERS / PAGE 1 2

 DETAILED FILTERS – CHARTSTRING INCLUSIONS / PAGE 2 3

 DETAILED FILTERS – CHARTSTRING EXCLUSIONS / PAGE 3 4

REPORT RESULTS 5

 REPORT FEATURES 5

 DRILL-THROUGH OPTIONS 5

 LAYOUT OVERVIEW 6

 IN REPORT FILTERING & CONTROLS 6

EXPORTING YOUR REPORT RESULTS..... 7

 EMAIL REPORT DIRECTLY 7

 ACROBAT PDF 7

 EXCEL DATA XLS 7

ERROR RESULTS 7

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](#)”.

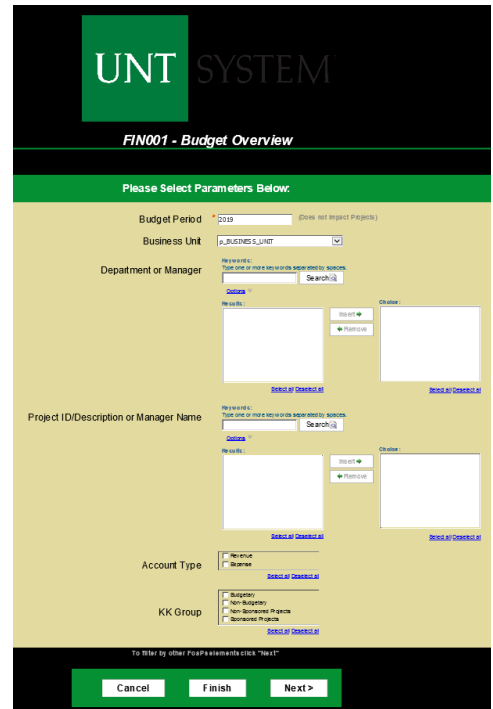
Report Setup- Prompt Pages

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>Budget Period</i>	The budget year automatically fills with the current operating year and you may override if you prefer by typing in the box.
<i>Business Unit</i>	Default will pull “All Units” or you may use the Dropdown to select one particular unit by which to filter the report.
<i>Department Manager</i>	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. <i>*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.</i>
<i>Project ID...</i>	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

	<p>box. Highlight any or all results and click the Insert Button to include as your filter choice here.</p> <p><i>*Notes: CTRL + Click to choose more than one.</i></p> <p><i>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></p>
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 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.

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 . 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 .

<i>Account</i>	If you know a particular Account you would like to filter by, enter here.
<i>Project</i>	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 .
<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, select it here. If using a PCBU, only one may be filtered for at a time.
<i>Activity</i>	If you know a particular Activity you would like to filter by, enter here.
<i>Program</i>	If you know a particular Program you would like to filter by, enter here.
<i>Purpose</i>	If you know a particular Purpose you would like to filter by, enter here.
<i>Site</i>	If you know a particular Site you would like to filter by, enter here.
<i>Exclude Fund</i>	If there is a particular Fund you do not want to intermingle in your views, you may enter 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 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.

- 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.
- Items are sectioned by **Fund Cat – Fund combinations**.
(Where applicable, Purpose and/or Site as well.)
- 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 level hierarchy **Budget Account Trees**. The **Dark Green Bars** indicate the rollup level hierarchy **Budget Account Trees**.

Department: 163000 - Auxiliary Services-Gen (NT752) Fund Category: 120 - Auxiliary Fund: 810000 - Auxiliary-Gen

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue						
42009 - Food Svc-Vending	700 - Auxiliary Enterprises	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)
70003 - Trans from Other Funds	700 - Auxiliary Enterprises	1,428.30	1,428.30	0.00	0.00	0.00
C7000 - Trans T/F Other Funds Total		1,428.30	1,428.30	0.00	0.00	0.00
Revenue - Total		219,428.30	172,602.17	0.00	0.00	(46,826.13)
Expense						
05301 - Materials & Supplies Exp	700 - Auxiliary Enterprises	2,000.00	6,787.21	0.00	0.00	(4,787.21)
05350 - Repairs and Maintenance	700 - Auxiliary Enterprises	0.00	424.60	0.00	0.00	(424.60)
05501 - Other Operating Exp	700 - Auxiliary Enterprises	1,428.30	147.97	0.00	0.00	1,280.33
C5070 - Maintenance & Operations Total		3,428.30	7,359.78	0.00	0.00	(3,931.48)
Expense - Total		3,428.30	7,359.78	0.00	0.00	(3,911.48)
Net Total		216,000.00	165,242.39	0.00	0.00	(50,737.61)

Department: 163000 - Auxiliary Services-Gen (NT752) Fund Category: 120 - Auxiliary Fund: 810000 - Auxiliary-Gen Site: 1204 - Auxiliary Services Warehouse

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense						
05101 - Professional Fees & Svcs	700 - Auxiliary Enterprises	600.00	600.00	0.00	0.00	0.00
C5070 - Maintenance & Operations Total		600.00	600.00	0.00	0.00	0.00
05331 - Communication & Utilities	700 - Auxiliary Enterprises	2,600.00	2,659.79	0.00	0.00	(449.24)
C5331 - Communication & Utilities Total		2,600.00	2,659.79	0.00	0.00	(449.24)
Expense - Total		3,100.00	2,659.79	0.00	0.00	(449.24)
Net Total		(3,100.00)	(2,659.79)	0.00	0.00	(449.24)

Department: 163000 - Auxiliary Services-Gen (NT752) Fund Category: 120 - Auxiliary Fund: 810000 - Auxiliary-Gen Site: 1205 - UNT Post Office

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue						
42105 - Rentals-Space-Lease	700 - Auxiliary Enterprises	10,000.00	7,224.55	0.00	0.00	(2,775.45)

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 Department Summary Guide for more information on this report.*
 - *note 2: Drilling to a Department Detail here will view **only** Department Details **without** Projects included!*

163000 Auxiliary Services-Gen Armitage,Daniel Dean

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	
42000 - Food Svc-Vending	700 - Auxiliary Enterprises	0.00	171,173.87	0.00	0.00	
D4200 - Food Service and Dining 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 - Rentals 400 - Academic Support Total		0.00	1,948.26	0.00	0.00	1,948.26

- **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.

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.)*
- 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.

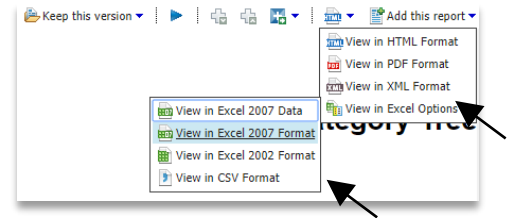


ACROBAT PDF

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:



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.

