

# Cognos Reports - Departmental Budgets

UNTD Budget Office  
[Budget.Office@untdallas.edu](mailto:Budget.Office@untdallas.edu)

# Agenda

The Basics

Cognos Reports

Resources

Questions

# The Basics

## Chartstring

Who's buying it?

- CoL Library Services:  
(517600-200-880009-400)
- Residence Life:  
(522000-120-810020-700)



## Account

What are you buying?  
(Category of Expense)

- Salaries
- Wages
- M&O
- Travel
- Capital

## Chart String

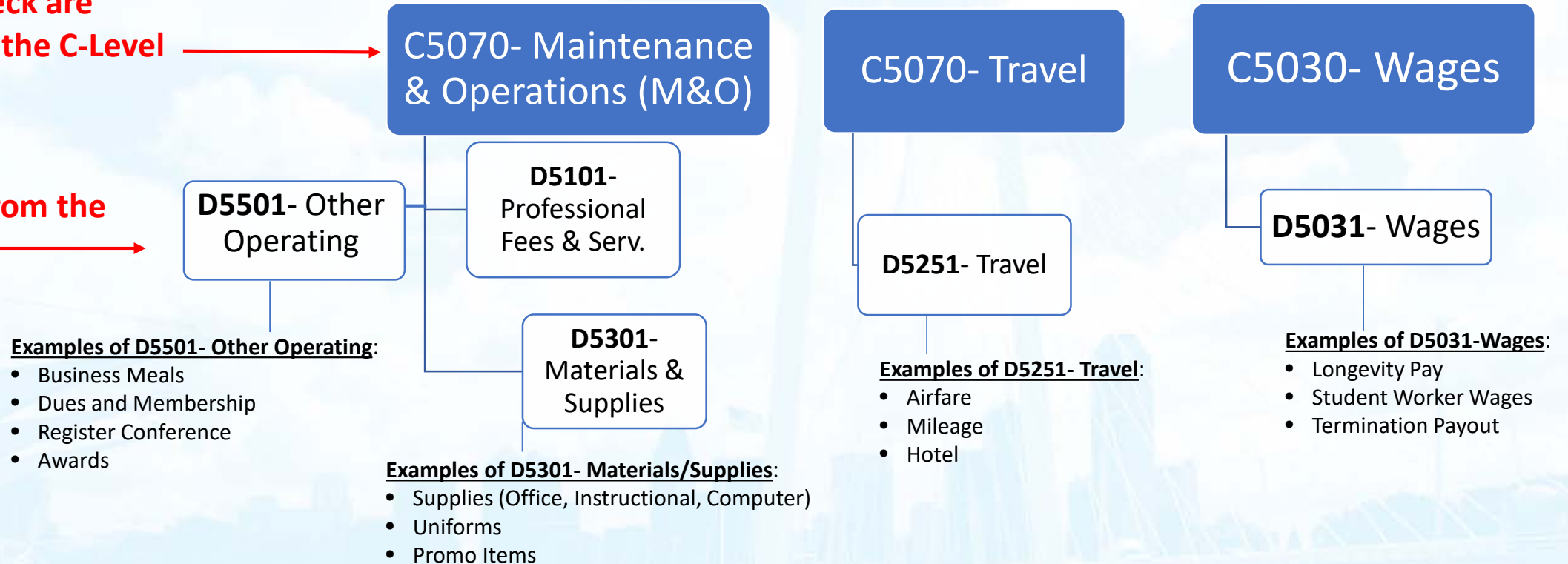
Examples of chart-string of budgetary, non-budgetary, project, purpose, site

	Department	Fund Category	Fund	Function	Project	Purpose	Site
Dept. Budgetary	517020	200	830001	500			
	CoL- Admissions	Designated Operating –Managed	Designated Tuition	Student Services			
Project	533000	106	180000	600	3800002		
	Facilities & Gen	Ed. & Gen Projects	Capital Project	Operations & Maintenance	UNTD Housing		
Dept. Budgetary w/ Purpose & Site	530003	105	805038	550		11578	5100
	Office of Information Tech	Educational & Gen	HEF	Institutional Support		Project funding	CoL Municipal Bldg.
Dept. Non- Budgetary	534000	202	885000	600			
	Police Services	Designated Operating- General	Dept. Discretionary	Operations & Maintenance			

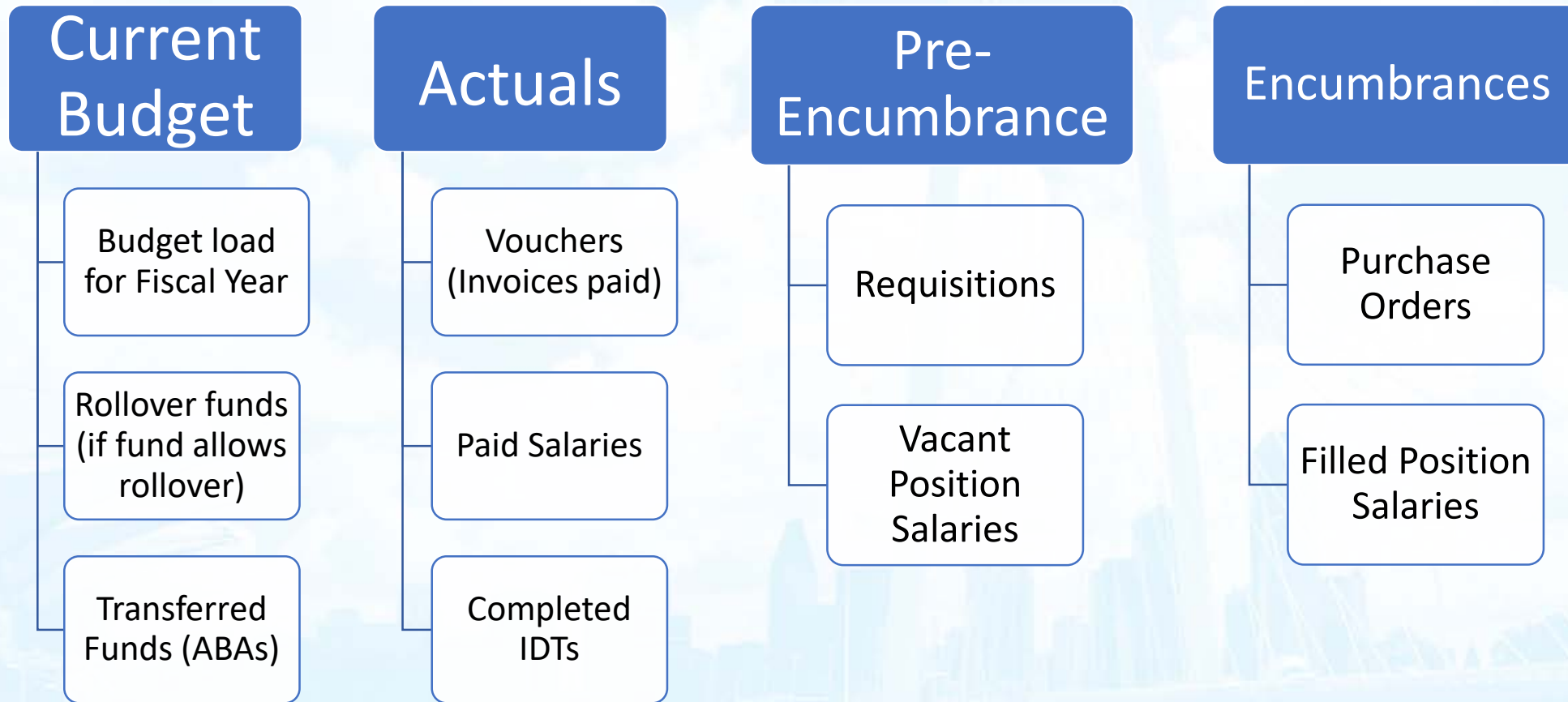
## Account: The budget report will show C-level and D-Level under Expense.

Budget check are  
viewed on the C-Level

Funds are  
deducted from the  
D-level



## Budget report columns:





# Cognos Reports



## Getting Started

- Log into portal.unt.edu
- Select the “Reports” tab
- Reports are located in the “Financial Reporting” section

The screenshot displays the UNT SYSTEM portal interface. At the top, there are navigation tabs: "The System", "Institutions", and "Board of Regents". Below these, a secondary set of tabs includes "Human Resources", "Reports" (highlighted with a red circle), and "Student & Faculty tabs moved". A red arrow points from the "Reports" tab to the "Financial Reporting" section. The "Financial Reporting" section is highlighted with a red box and contains a sub-section titled "Budget and Finance Reports" (also highlighted with a red box). Below this title, there is a "\*\*\*\*\*New\*\*\*\*\*" notice and a list of reports: "FIN001 - Budget Overview", "FIN002 - Account Summary", "FIN003 - Transaction Details", and "FIN015 - Department Summary".

UNT SYSTEM

The System Institutions Board of Regents

Human Resources **Reports** Student & Faculty tabs moved

Email

Campus Community Reporting

You do not have permission to view these reports. Contact your security administrator for access.

Financial Reporting

Budget and Finance Reports

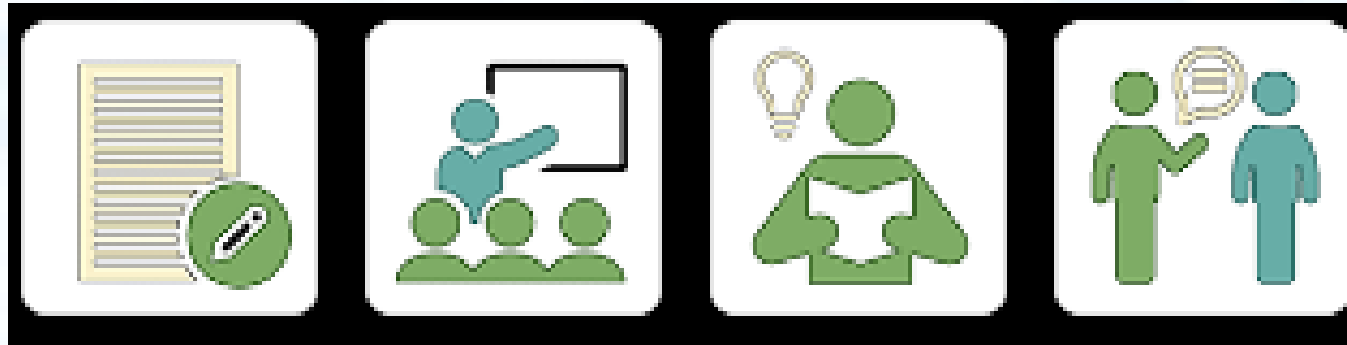
\*\*\*\*\*New\*\*\*\*\*

- FIN001 - Budget Overview
- FIN002 - Account Summary
- FIN003 - Transaction Details
- FIN015 - Department Summary

Types of reports:	Use:	Overview:	Limitations:
Budget Overview	<ul style="list-style-type: none"> <li>View status of budget balance at a glance</li> <li>Identify all active chart-strings</li> </ul>	High level summary of revenues and expenses. A financial statement.	All activity (revenues & expense) on Non-Budgetary is aggregated.
Account Summary	<ul style="list-style-type: none"> <li>View Status of budget balance at a glance</li> <li>Identify all active chart-strings</li> <li>Find account numbers to use for an IDT</li> </ul>	Granular summary of revenues and expenses. A financial statement.	Report does not include C-Level rollups which makes it difficult to determine whether or not a requisition will pass budget check because budget checking occurs on the C-Level.
Transaction Details	<ul style="list-style-type: none"> <li>View individual transactions that make up your budget.</li> <li>Search a specific transaction such as a journal, ABA, IDT, payroll exp., internal charge, revenue.</li> </ul>	Listing of all transaction during a period of time.	None
Department Summary	<ul style="list-style-type: none"> <li>View Status of budget balance at a glance</li> <li>View revenues and expenses in detail.</li> <li>Identify all active chart-strings</li> </ul>	High level summary of revenues and expenses. A financial statement.	None

## Cognos features:

Located on the top right of the search page:



Clear all prompts  
and start refresh  
to search a new  
report


Link to UNT  
System to view  
a list of Cognos  
report guides

Provides a  
PDF help  
guide of the  
search report

Report an  
error or issue  
with Cognos

Located on the top right budget report:



The Blue triangle  returns users to the  
prompt page of the report being viewed

## Budget report search:

Enter the Dept ID in the Department Field → Click search → Highlight the Dept. ID → Click Insert

**Please Select Parameters Below:**

Business Unit:

**Keywords:**  
Type one or more keywords separated by spaces.

Department or Manager:

[Options](#)

**Results:**

517010 - CoL-Registrar - Jarrell,Karen Miles
--

**Choice:**

517010 - CoL-Registrar - Jarrell,K
------------------------------------

Note: This action will return all chartstrings available within the department(s) selected. You could also filter by clicking Next before Finish and including or excluding specific chart fields as needed.

Scroll down → Click Finish

To filter by elements of the Chart String click "Next"

Cancel

Finish

Next >

## Budget Overview report

Dept. ID hyperlink will pull the department summary report

Department: 517010 - CoL-Registrar (DL773) Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Expense</b>						
D5031 - Wages	500 - Student Services					
<b>C5030 - Wages Total</b>		<a href="#">1</a>				
D5101 - Professional Fees & Svcs	500 - Student Services	<a href="#">0.00</a>	<a href="#">1,081.44</a>	<a href="#">4,918.56</a>	<a href="#">0.00</a>	<a href="#">(6,000.00)</a>
D5301 - Materials & Supplies Exp	500 - Student Services	<a href="#">9,950.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">9,950.00</a>
D5501 - Other Operating Exp	500 - Student Services	<a href="#">0.00</a>	<a href="#">119.45</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">(119.45)</a>
<b>C5070 - Maintenance &amp; Operations Total</b>		<a href="#">9,950.00</a>	<a href="#">1,200.89</a>	<a href="#">4,918.56</a>	<a href="#">0.00</a>	<a href="#">3,830.55</a>
D5251 - Travel	500 - Student Services	<a href="#">50.00</a>	<a href="#">106.55</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">(56.55)</a>
<b>C5251 - Travel Total</b>		<a href="#">50.00</a>	<a href="#">106.55</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">(56.55)</a>
<b>Expense - Total</b>		<a href="#">20,000.00</a>	<a href="#">1,307.44</a>	<a href="#">4,918.56</a>	<a href="#">0.00</a>	<a href="#">13,774.00</a>
<b>Net Total</b>		<a href="#">(20,000.00)</a>	<a href="#">(1,307.44)</a>	<a href="#">4,918.56</a>	<a href="#">0.00</a>	<a href="#">13,774.00</a>

The hyperlink on the columns on Current Budget, Actuals, Encumbrance, Pre-Encumbrance will pull the transaction detail report on the specific amounts.

D-level accounts-  
are use for an  
ABA request

C-level  
accounts

The total balance hyperlink will pull a transaction detail report of ALL expenses on the chartstring

## Account Summary report

Department: [517010 - Col-Registrar](#) (DL773) Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Expense</b>						
D5031 - Wages	500 - Student Services	<a href="#">10,000.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>		
<b>D5031 - Wages - Total</b>		<b><a href="#">10,000.00</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">0.00</a></b>		
<b>C5030 - Wages Total</b>		<b><a href="#">10,000.00</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">0.00</a></b>		
D5101 - Professional Fees & Svcs	500 - Student Services	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">4,918.56</a>	<a href="#">0.00</a>	
<b>51003 - Information Technology Svcs</b>	500 - Student Services	<a href="#">0.00</a>	<a href="#">1,081.44</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	
<b>D5101 - Professional Fees &amp; Svcs - Total</b>		<b><a href="#">0.00</a></b>	<b><a href="#">1,081.44</a></b>	<b><a href="#">4,918.56</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">(6,000.00)</a></b>
D5301 - Materials & Supplies Exp	500 - Student Services	<a href="#">9,950.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	
<b>D5301 - Materials &amp; Supplies Exp - Total</b>		<b><a href="#">9,950.00</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">9,950.00</a></b>
<b>55413 - Books RefrNC Mtrls-NonCap</b>	500 - Student Services	<a href="#">0.00</a>	<a href="#">119.45</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	
<b>D5501 - Other Operating Exp - Total</b>		<b><a href="#">0.00</a></b>	<b><a href="#">119.45</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">(119.45)</a></b>
<b>C5070 - Maintenance &amp; Operations Total</b>		<b><a href="#">9,950.00</a></b>	<b><a href="#">1,200.89</a></b>	<b><a href="#">4,918.56</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">3,830.55</a></b>
D5251 - Travel	500 - Student Services	<a href="#">50.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	
<b>52505 - TIS Mileage</b>	500 - Student Services	<a href="#">0.00</a>	<a href="#">106.55</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	
<b>D5251 - Travel - Total</b>		<b><a href="#">50.00</a></b>	<b><a href="#">106.55</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">(56.55)</a></b>
<b>C5251 - Travel Total</b>		<b><a href="#">50.00</a></b>	<b><a href="#">106.55</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">(56.55)</a></b>
<b>Expense - Total</b>		<b><a href="#">20,000.00</a></b>	<b><a href="#">1,307.44</a></b>	<b><a href="#">4,918.56</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">13,774.00</a></b>
<b>Net Total</b>		<b><a href="#">(20,000.00)</a></b>	<b><a href="#">(1,307.44)</a></b>	<b><a href="#">4,918.56</a></b>	<b><a href="#">0.00</a></b>	<b><a href="#">13,774.00</a></b>

Detail on expense that budget overview does not show

GL Account



Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Revenue</b>						
40501 - Student Service Fee	-		0.00	0.00	0.00	
40525 - Medical Services Fee	-		0.00	0.00	0.00	
40501 - Student Service Fee	-		688,299.89	0.00	0.00	
40525 - Medical Services Fee	-		88,705.25	0.00	0.00	
<b>D4050 - Mandatory Fees Total</b>		<b>1,548,951.88</b>	<b>777,005.14</b>	<b>0.00</b>	<b>0.00</b>	<b>(771,946.74)</b>
<b>C4050 - Fees Total</b>		<b>1,548,951.88</b>	<b>777,005.14</b>	<b>0.00</b>	<b>0.00</b>	<b>(771,946.74)</b>
47601 - Contributions- Donations	500 - Student Services	0.00	60.00	0.00	0.00	
<b>D4760 - Gifts Total</b>		<b>0.00</b>	<b>60.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60.00</b>
<b>C4760 - Gifts Total</b>		<b>0.00</b>	<b>60.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60.00</b>
60058 - I/C Supplies Other-Inc	500 - Student Services	0.00	110.00	0.00	0.00	
60149 - I/C Printing Services-Inc	550 - Institutional Support	0.00	25.00	0.00	0.00	
<b>D6000 - Internal Charge Income Total</b>		<b>0.00</b>	<b>135.00</b>	<b>0.00</b>	<b>0.00</b>	<b>135.00</b>
<b>C6000 - Internal Charge Income Total</b>		<b>0.00</b>	<b>135.00</b>	<b>0.00</b>	<b>0.00</b>	<b>135.00</b>
70003 - Trans from Other Funds	-	330,879.00	0.00	0.00	0.00	
70003 - Trans from Other Funds	-	0.00	330,879.00	0.00	0.00	
<b>D7000 - Trans T/F C</b>			<b>0,879.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>C7000 - Trans T/F C</b>			<b>0,879.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
			<b>8,079.14</b>	<b>0.00</b>	<b>0.00</b>	<b>(771,751.74)</b>
<b>Expense</b>						
00000 - Non-Budgetary	-	479.15	0.00	0.00	0.00	
00000 - Non-Budgetary	500 - Student Services	415.00	0.00	0.00	0.00	
<b>Total</b>		<b>894.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>894.15</b>
<b>Total</b>		<b>894.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>894.15</b>
D5014 - Salaries -Staff	500 - Student Services	940,114.00	0.00	555,094.72	87,333.30	
50141 - Salaries-Professional Admin	500 - Student Services	0.00	31,650.00	0.00	0.00	
50143 - Salaries-Staff	500 - Student Services	0.00	79,368.92	0.00	0.00	
<b>D5014 - Salaries -Staff Total</b>		<b>940,114.00</b>	<b>111,018.92</b>	<b>555,094.72</b>	<b>87,333.30</b>	<b>186,667.06</b>

Detail on Revenue by description and GL-account

Detail on Expense by description and account



Report is sorted  
by Journal Date

## Transaction Detail report

Fiscal Year	Budget Period	Acct Period	Account D Level	Acct	Account Descr	Account Type	Budget	Actual	Encumbrance	Pre-Encumbrance	Journal Line Reference	Source System	Journal ID	Journal Line #	Journal Date	Posted Date	Line Descr	Vendor Name
2019	2020	12	D5101 - Professional Fees & Svcs	D5101	Professional Fees & Svcs	Expense				6,000.00				0			QuikPAY Monthly Hosting and Maintenance and Payment Transaction Fee for ePay - QuikPAY	Nelnet Business Solutions Inc
2020	2020	2	D5501 - Other Operating Exp	55413	Books RefrNC Mtrls-NonCap	Expense	0.00	51.66	0.00	0.00	10867471	PCD	PL00120820	302	Oct 31, 2019	Oct 29, 2019	AMAZON.COM, INC-Books RefrNC	
2020	2020	2	D5501 - Other Operating Exp	55413	Books RefrNC Mtrls-NonCap	Expense	0.00	67.79	0.00	0.00	10867471	PCD	PL00120820	300	Oct 31, 2019	Oct 29, 2019	AMAZON.COM, INC-Books RefrNC	
2020	2020	2	D5101 - Professional Fees & Svcs	51003	Information Technology Svcs	Expense	0.00	689.20	0.00	0.00	00024617	AP	AP00118564	18	Oct 1, 2019	Oct 2, 2019	QuikPAY Monthly Hosting and Ma	Nelnet Business Solutions Inc
2020	2020	2	D5101 - Professional Fees & Svcs	D5101	Professional Fees & Svcs	Expense	0.00	0.00	(689.20)	0.00				0				
			5251 - Travel	52505	TIS Mileage	Expense					615	AP	AP00118564	23	Oct 1, 2019	Oct 2, 2019	MILEAGE	Hawkins, Chastity Michelle
			D5101 - Professional Fees & Svcs	D5101	Professional Fees & Svcs	Expense								0				

The different account levels and categories that reflect the Expense

The Journal ID of the Expense or Revenue. PL is P-card expense and AP are Vouchers. The Journal ID is needed when creating an IDT on Re-class Actuals.

Shows the name of vendor that affiliates with the expense.

Accounting period is based on Fiscal year- Sept is period 1

## Transaction Detail report features:

**Keywords:**  
Type one or more keywords separated by spaces.  
office depot      Search

**Options** ▾

**Results:**

Vendor

- Depotexas (000007116)
- Office Boy Ltd (00000002)
- Office Clean America Inc (00000003)
- Office Depot Inc (00000004)
- Office Equipment Direct (00000005)
- Office Furniture Distrib (00000006)
- Office Furniture Source (00000007)
- Office Furniture Team (00000008)
- Office Furniture to Go (00000009)

Insert      Remove

**Choice:**  
Office Depot Inc (00000004)

Select all   Deselect all      Select all   Deselect all

Able to identify by vendor in the search page of transaction details → scroll down → click Next → enter the vendor on the search field and click search

Sort Order: Accounting Period      Show/Hide

Choose Sort Order

Business	Accounting Period
2016	Time Stamp
2016	Department
2016	Project
2016	Fund Category
2016	Fund
2016	Account Type
2016	D-Level Account
2016	Account
2016	Function
2016	Program
2016	Purpose
2016	Site
2016	PC Business Unit
2016	Journal ID
2016	Vendor
2016	Journal Line Reference
2016	Accounting Period
2016	Budget Period

On the report you are able to sort the report by a specific category

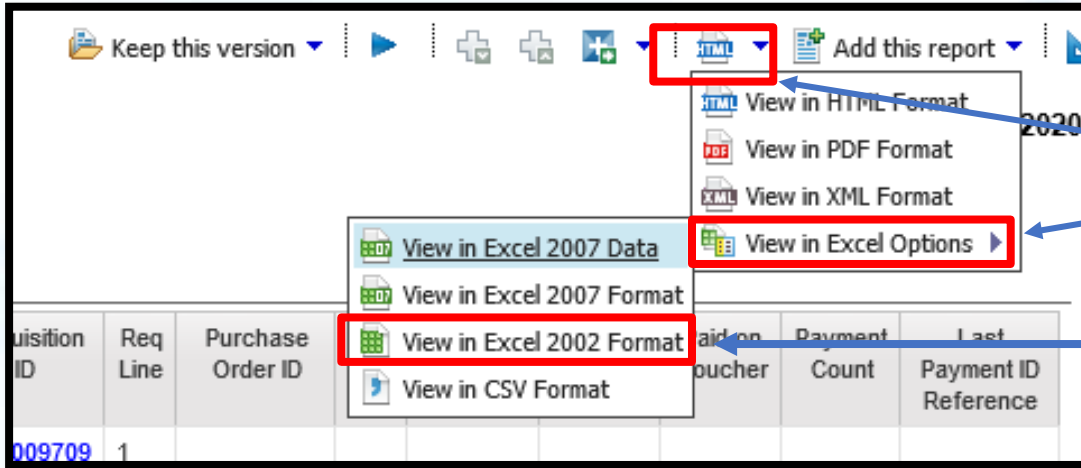
On the report you can condense the report to view with out description detail

**Detail Level:** Detailed View with Descrs & Additional Info ▾

Select Detailed Amount

Fund	Fund Description
	Condensed View w/o Descrs
	Detailed View with Descrs & Additional Info

## Download Transaction Detail report to Excel:



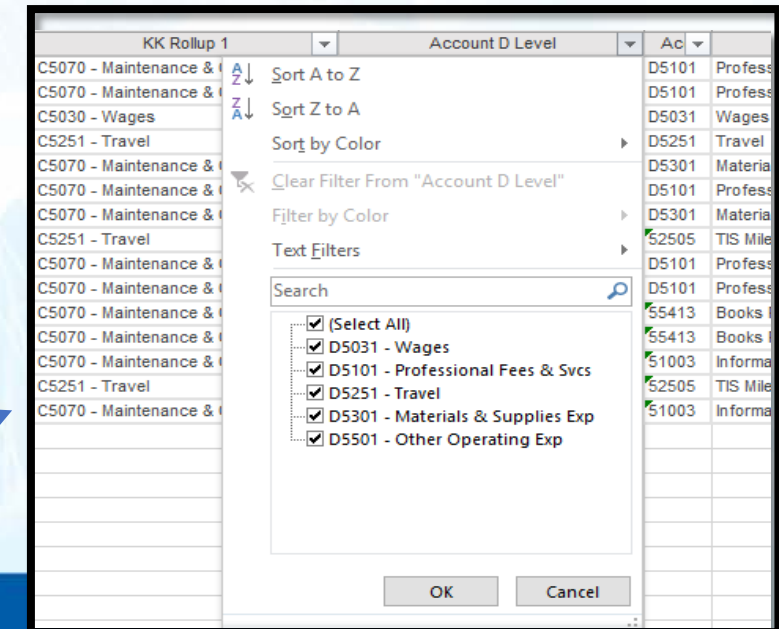
On the transaction detail report:

- Click on the arrow to scroll down
- Go to view in Excel options
- View in Excel 2007 Format



Once the Excel is downloaded, you can filter to find a specific expense by clicking the Sort & Filter option on the top right and click filter OR enter (Ctrl + Shift + L)

Once the filter is shown, go to the column arrow and choose the category needed to find the specific expense or revenue.



# Resources

## FIT Website:

Go to [Untsystem.edu](http://Untsystem.edu):

1. Offices
2. Finance
3. Financial Planning & Analysis
4. Chart of Accounts

### Where can I see the new FoaPs trees?

Fund Category\* (xls)  
Fund\* (xls)  
Function\* (xls)  
Organization Department\* (xls)  
Account GL\* (xls)  
**Account KK\* (xls)**  
Project\* (xls)  
Program\* (xls)  
Purpose\* (xls)  
Site\* (xls)

Account KK file- can assist on identifying what expense category affiliates with the D-Level, C-Level, or the GL Account

### Category Tool

- Please use this **Category Tool** spreadsheet to help you find the right category depending on what is purchased when filling out a Requisition. The spreadsheet is filter-enabled that allows you to only see the categories that apply to a particular group – all categories that could be used when ordering "Goods," for example. There are also keywords that allow for a search on a single word that can also pinpoint a category – "speaker."

Please use these tips for [How to Filter Data in Excel](#).

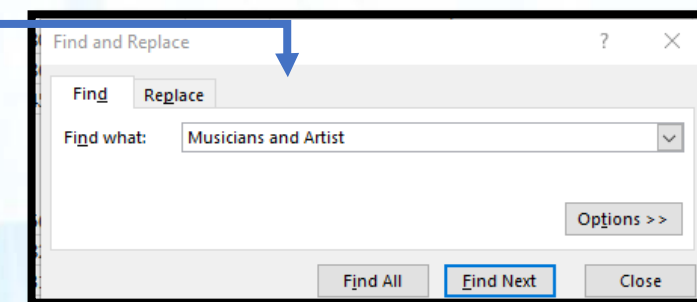
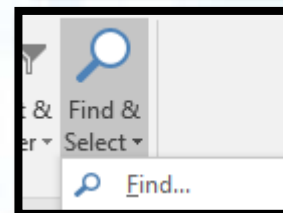
Category Tool can assist with requisition in identifying the category of the service or good. Also, it shows the D-level that corresponds with the requisition category code.



## How to find identify the D-level that corresponds with the requisition category?:

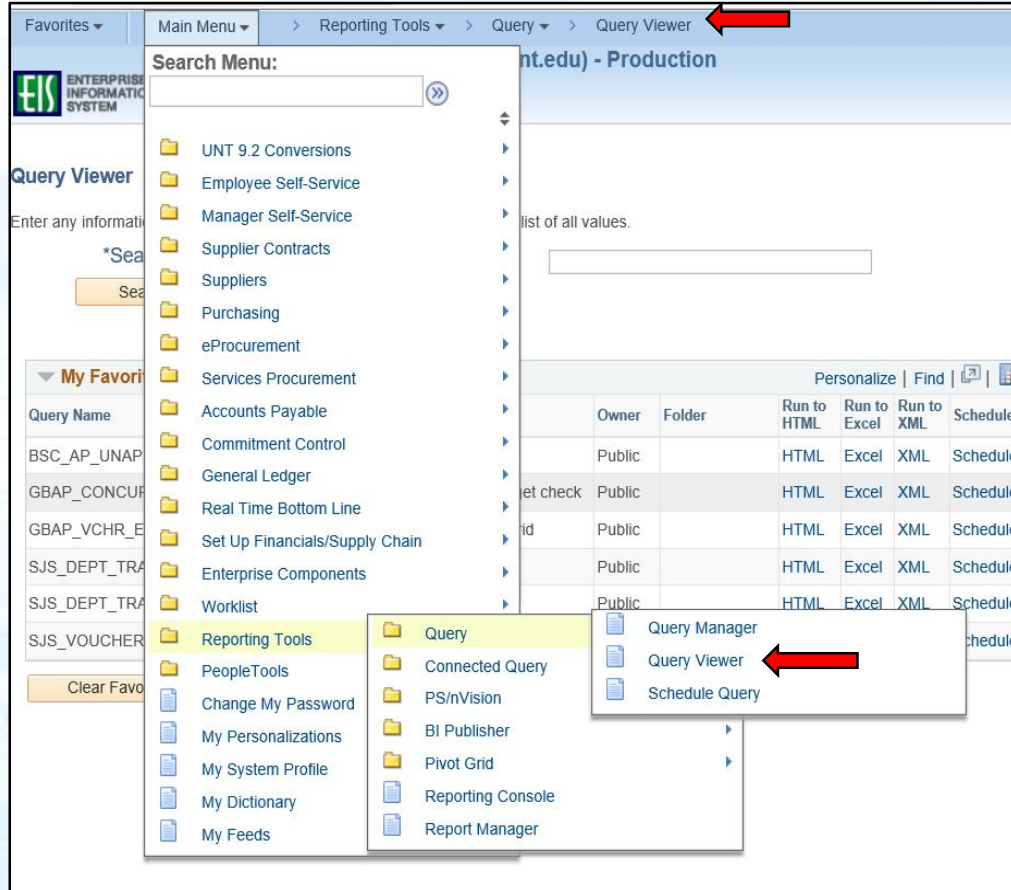
- Identify the category of the requisition: Example shows Musicians and Artist. (This can be found under manage requisition → click the req → click on the Line 1 item description)
- On the Category tool excel file look up the category description, by clicking the find button on the top right corner.
- Enter the Musicians and Artist on the search field and click find next.
- Once the category description is found and highlighted, tab the field until you get to the Budget Node column that identifies the D-Level that corresponds with the Category.
- Musicians and Artist (Category Code 961-04) is D5101- Professional Fees

Preferred Language Item Description	Item ID
DJ Services for Veteran's Success Center Gala	Category Musicians and Artist
Transaction Item Description	Price
DJ Services for Veteran's Success Center Gala	300.00000



961-03	Photographers	Photography, Topography	C5070	D5101
961-04	Musicians and Artist	Includes Musicians, Artist, Pianist, Modeling	C5070	D5101

## How to find an travel error:



- On the search field you are going to enter:  
**GBAP\_CONCUR\_PREBUD\_CHK\_ERR\_RPT**
- Click HTML → Enter the report ID (Expense report or travel request)

**GBAP\_CONCUR\_PREBUD\_CHK\_ERR\_RPT - Report to show Prebudget check**

Report ID/Request ID(Optional)

[View Results](#)

- Click the view results → it will show a detail report of the expense on the travel request and expense report.
- The expense will have an Account #, the D-Level can be identify by finding the account number on the Account KK file located in the FIT website.

D-level	Description	Acct. #	Description
D5301	Materials & Supplies Exp	53001	Supplies-Office
D5301	Materials & Supplies Exp	53003	Supplies-Instructional
D5301	Materials & Supplies Exp	53005	Supplies-Computer
D5301	Materials & Supplies Exp	53007	Supplies-Catering and Dining
D5301	Materials & Supplies Exp	53009	Supplies-Other
D5301	Materials & Supplies Exp	53011	Supplies-Mobility

Example of  
Acct KK Excel  
spreadsheet



**Questions?**

**THANK YOU!**