

Cognos Budget Training

UNTD Budget Office

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

CHARTFIELD	Department	Fund Category	Fund	Function	Project	Program	Purpose	Site
Field Length	6	3	6	3	7	4	5	4
Use	Who?	How?	How?	Why?	Why?	Why?	Why?	Where?
Example	517000 CoL Deans Office	200 Designated- Operating Managed	830001 Designated Tuition	500 Student Services	1000305 Life Sciences B Wind Study	2702 Student Health	11649 Admin & Oper	5100 CoL Municipal Bldg

- **Department ID**- represents the academic or operating unit responsible for the transaction
- **Fund Category**- identifies the source of money: E&G (state), Designated (Local), Auxiliary, or Restricted.
- **Fund**- identifies the different types of money within each source
- **Function**- designates the purpose of the expense. It is required for federal, state, and other reporting.
- **Projects**- are used to track activities with a finite life.
- **Program**- is used to track formal institutional programs and initiatives.
- **Purpose**- is used to track informal activities.
- **Site**- identifies the physical location at which a transaction is occurring.

Type of Chartstrings:

1. Budgetary Chartstrings:

- Is a chartstring that can be reasonably guaranteed and estimated year over year. (Examples: State Appropriations, Designated Tuition, Fees, Summer Camps, Parking, Housing.)
- Fund Category = 105, 120, 200

2. Non-Budgetary Chartstrings:

- Is a chartstring that budget cannot be reasonably guaranteed and estimated year over year. (Examples: Gifts, One-time speaking engagements, Contributions, Grants, Discretionary funds)
- Fund Category = 202 or greater and chartstring does not contain a project value

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

Budget check occurs on the B-Level →

B5001- Personnel Cost

B5060- Non-Personnel Cost

Budget is loaded and expenses are deducted from D-level →

D5501- Other Operating

D5251- Travel

D5301- Materials & Supplies

D5331- Communication & Utilities

D5014- Salaries Staff

D5050- Payroll Related Cost

D5031- Wages

D5040- Supplemental Pay

GL Account →

80035- I/C Event Security Exp

51633- Food Services

53003- Supplies Instructional

53023 Promotional Items

50401- Longevity Pay

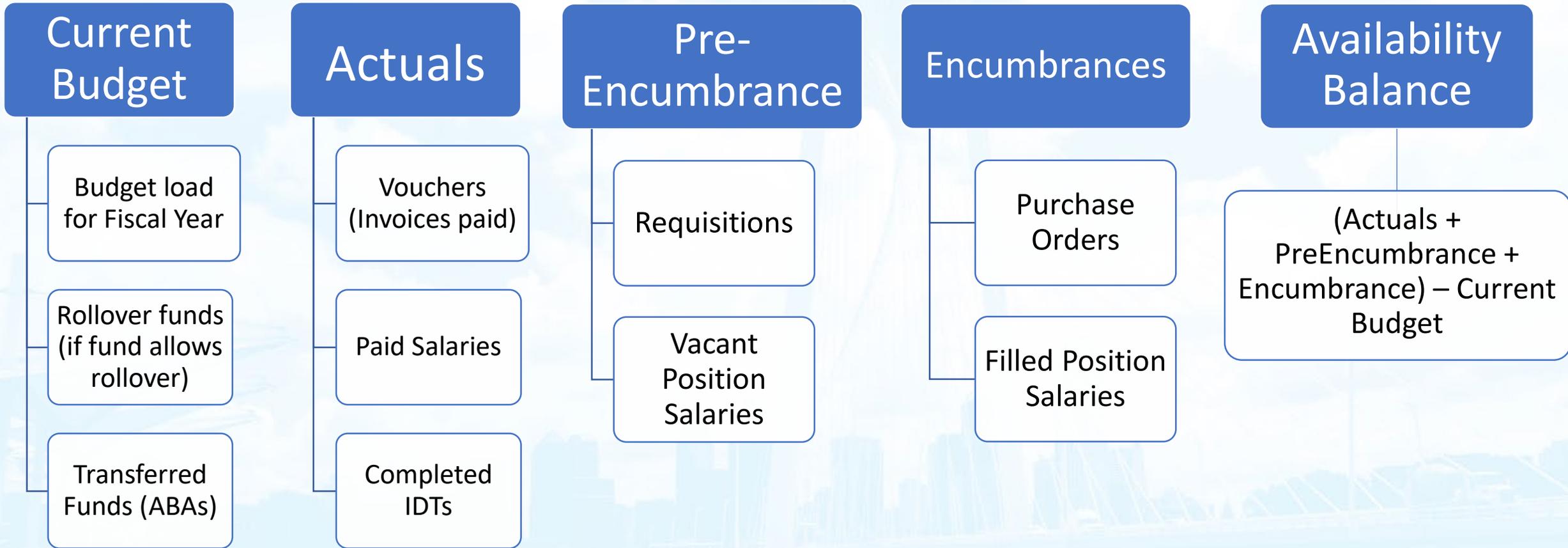
50361- Wages Undergrad Student

50507- Retirement Exp. TRS

50143- Salaries -Staff

Cognos Reports

Budget report columns:



Getting Started

- Log into portal.unt.edu
- Select the “Reporting & Information” tile
- Select the “Budget & Finance Reports” tile
- Reports are located in the “Budget and Finance Reports” section

Connect with Finance → Budget & Planning → Reporting → Reporting

Budget & Planning

Reporting

Budget Development Reports

Budget & Analytics InfoSource

FSS

Reporting

Budget & Analytics InfoSource Guides

[View the guides here.](#)

Budget and Finance Reports

New updated data model includes pre 9.2 conversion ***New as of 1/1/2020***

[FIN001 - Budget Overview](#) (Excel Version ) - (Guide) 

[FIN002 - Budget Overview with GL Details](#) (Excel Version ) - (Guide) 

[FIN003 - Transaction Details](#) (Excel Version ) - (Guide) 

FIN005 - Requisitions

- [FIN005a - Requisitions \(Soft Encumbrances\)](#) (Excel Version )
- [FIN005b - Requisitions \(Search By Req\)](#) (Excel Version )
- [FIN005c - Requisitions \(Cancelled\)](#) (Excel Version )

[FIN006 - Purchase Orders](#) (Excel Version )

[FIN007 - Vouchers](#) (Excel Version )

[FIN009 - Procure to Pay \(P2P\)](#) (Excel Version ) - (Guide) 

[Payroll Transaction Detail](#) (Excel Version )

[ePro Transaction Detail](#) (Excel Version )

[FIN015 - Department Summary](#) (Excel Version ) - (Guide) 

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 All Business Units

Department or Manager
*If searching for Department Name or Manager Name, please change to "Contains any of these keywords."

Keywords: 517010

Select all

517010 - CoL-Registrar (Jarre

Choices: 517010 - CoL-Registrar (Jarrell,Kai

Scroll down → Click Finish

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

Cancel

Finish

Next >

Cognos features:

Go back to search page

The screenshot shows the Cognos report interface. At the top, there is a navigation bar with icons for back, forward, refresh, and a play button. A dropdown menu is open from the play button, listing options: Run HTML, Run PDF, Run Excel, Run Excel data, Run CSV, and Run XML. The 'Run PDF' and 'Run Excel' options are highlighted with red boxes. Below the menu, the report title 'Budget Overview with Ass...' is visible. A toolbar contains icons for upload, filter, sort, sum, refresh, and grid. The 'sort' icon is highlighted with a red box. Below the toolbar, a table header is visible with columns 'Program' and 'Purpose'.

Download as a PDF

Download as a Excel

Able to sort Program, Purpose, & Site

The screenshot shows a browser tab titled 'FIN001 - Budget Overview'. The tab has a scroll-down arrow on the right side and a close button (X) in the top right corner. The close button is highlighted with a red box.

Close report by click the scroll down arrow and Click X

FIN001a- Budget Overview (Summary)

Chart string

Department: 521260 - Registrar (Capocci,John Anthony) (DL773) Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition

Account	Function	Program	Purpose	Site	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense										
D5050 - Payroll Related Costs	500 - Student Services				0.00	142.00	0.00	0.00	0.00	142.00
D5031 - Wages	500 - Student Services				0.00	7,075.00	0.00	0.00	0.00	7,075.00
		B5001 - Personnel Costs			0.00	7,217.00	0.00	0.00	0.00	7,217.00
D5501 - Other Operating Exp	500 - Student Services				0.00	3,070.00	0.00	0.00	0.00	3,070.00
D5331 - Communication & Utilities	500 - Student Services				0.00	147.00	0.00	0.00	0.00	147.00
D5301 - Materials & Supplies Exp	500 - Student Services				0.00	15,000.00	0.00	0.00	0.00	15,000.00
D5350 - Repairs and Maintenance	500 - Student Services				0.00	13,150.00	0.00	0.00	0.00	13,150.00
D5365 - Oper Lease Exp-Non-Cap	500 - Student Services				0.00	95,823.33	0.00	5,823.33	0.00	19,999.67
D5371 - Printing & Reproduction	500 - Student Services				0.00	0.00	0.00	0.00	0.00	1,400.00
D5251 - Travel	500 - Student Services				0.00	0.00	0.00	0.00	0.00	3,500.00
D5301 - Materials & Supplies Exp	500 - Student Services				0.00	0.00	0.00	0.00	0.00	(182.64)
D5101 - Professional Fees & Svcs	500 - Student Services				0.00	4,144.00	2,035.00	0.00	0.00	2,109.00
		B5060 - Non-Personnel Costs			0.00	127,252.00	2,511.64	0.00	5,823.33	118,917.03
		Expense - Total			0.00	134,469.00	2,511.64	0.00	5,823.33	126,134.03

If the charstring includes a Program, Purpose or Site Code, this will be shown within the report.

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

12501 - Commencement-General

12501 - Commencement-General

B-level accounts

D-level accounts are use for an ABA request

FIN031- Budget Availability Report

Chart string

Department: 513250 - Academic Advising (Wilhite,Rian Thomas) (DL773) Fund Category: 200 - Designated Operating-Managed Fund: 880017 - Student Advising FFF

KK Rollup 1	Associated Revenue	Current Budget	Actuals	Enc	Pre-Enc	Balance
Revenue						
C4050 - Fees	0.00	1,916,449.00	782,769.30			
Revenue - Total	0.00	1,916,449.00	782,769.30	0.00	0.00	(1,133,679.70)
Expense						
B5001 - Personnel Costs	0.00	1,496,364.00	87,688.36	987,505.68	(58,605.70)	479,775.66
B5060 - Non-Personnel Costs	0.00	0.00	0.00	55.66	145,717.00	(145,772.66)
B5460 - Scholarships	0.00	45,994.00	13,332.05	0.00	0.00	32,661.95
B7001 - Transfer Expense	0.00	374,091.00	0.00	0.00	0.00	374,091.00
Expense - Total	0.00	1,916,449.00	101,020.41	987,561.34	87,111.30	740,755.95
Net Total	0.00	0.00	681,748.89	987,561.34	87,111.30	(392,923.75)

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

B5001 - Personnel Costs
B5060 - Non-Personnel Costs
B5460 - Scholarships
B7001 - Transfer Expense

B-level accounts- is where budget check occurs

FIN003- Transaction Details

KK Account	KK Account Descr	GL Account	GL Account Descr	Account Type	Posted Date	Journal ID	Journal Line #	Journal Date	Header Descr	Line Descr	Expense Budget	Expense Actual	Encumbrance	Pre-Encumbrance
D5301	Materials & Supplies Exp	53071	Lab Supplies	Expense		PL00180696	213	Sep 30, 2021	FY22 09-01 to 09-03 transactio	BLICK ART MATER- Bourbon Resear	0.00	11.47	0.00	0.00
D5301	Materials & Supplies Exp	53001	Supplies-Office	Expense		PL00180696	215	Sep 30, 2021	FY22 09-01 to 09-03 transactio	AMAZON.COM INC-Studio Art Off	0.00	5.99	0.00	0.00
D5301	Materials & Supplies Exp	53001	Supplies-Office	Expense		PL00180696	214	Sep 30, 2021			0.00	(24.90)	0.00	0.00
D5251	Travel	D5251	Travel	Expense		CNE0180572	17	Sep 14, 2021			0.00	0.00	0.00	0.00
D5251	Travel	D5251	Travel	Expense		CNE0180572	18	Sep 14, 2021		3DTS AIRFARE	0.00	0.00	0.00	0.00
D5251	Travel	D5251	Travel	Expense		BT00180217	14	Sep 10, 2021	EX_CHD ABA-Journal 09-10-21	21030-FY22 Travel Reallocation	(9,563.00)	0.00	0.00	0.00
D5301	Materials & Supplies Exp	D5301	Materials & Supplies Exp	Expense		BT00180217	14	Sep 10, 2021	EX_CHD ABA-Journal 09-10-21	21029-FY22 830001 Reallocation	13,776.39	0.00	0.00	0.00

The different account levels and categories that reflect the Expense or Revenue

PL is P-card expense and AP are Vouchers. Journal ID is needed when creating an IDT on Re-class Actuals.

Expense Budget is the fiscal year budget load or ABA transactions

Expense Actuals are payment that is complete and finalize.

FIN032- Features: Transaction Detail with Assoc. Revenue Report

Please Select Parameters Below:

Search for transactions by Requisition, Voucher, Purchase Order

Document Type

- Requisition
- Purchase Order
- Voucher

Select all Deselect all

Requisition

Purchase Order

Voucher

Invoice

Journal ID

Journal Line Reference

Journal Line Header Description

Journal Line Description

Journal Line Number

Wildcard Prompts

Partial values are accepted and will return items that contain the alpha or numeric characters entered here:

Search for transactions by vendor name or number

Keywords:

Input keywords here

Select all

No Results

Choices:

Starts with any of these keywords

Case Insensitive

Select all Deselect all

KK Rollup1 (ex: C-Level)

KK Rollup2 (ex: D-Level)

Search for transactions by account (D-level or C-level)

UNT SYSTEM™

Sort Order: Time Stamp

Choose Sort Order

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

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

Resources

UNT System Website:

Go to Untsystem.edu:

1. Offices
2. Finance
3. Tools & Training
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.

Questions?

THANK YOU!