Cognos Budget Training

UNTD Budget Office
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Agenda

The Basics
Cognos Reports
Resources
Questions
Who’s buying it?

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

What are you buying? (Category of Expense)

• Salaries
• Wages
• M&O
• Travel
• Capital
<table>
<thead>
<tr>
<th>CHARTFIELD</th>
<th>Department</th>
<th>Fund Category</th>
<th>Fund</th>
<th>Function</th>
<th>Project</th>
<th>Program</th>
<th>Purpose</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>517000 CoL Deans Office</td>
<td>200 Designated- Operating Managed</td>
<td>830001 Designated Tuition</td>
<td>500 Student Services</td>
<td>1000305 Life Sciences B Wind Study</td>
<td>2702 Student Health</td>
<td>11649 Admin &amp; Oper</td>
<td>5100 CoL Municipal Bldg</td>
</tr>
</tbody>
</table>

- **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

Budget is loaded and expenses are deducted from D-level

GL Account

B5001- Personnel Cost
- D5501 - Other Operating
- D5301 - Materials & Supplies
- D5251 - Travel
- D5331 - Communication & Utilities

B5060- Non-Personnel Cost
- D5014 - Salaries Staff
- D5031 - Wages
- D5050 - Payroll Related Cost
- 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
Budget report columns:

- **Current Budget**
  - Budget load for Fiscal Year
  - Rollover funds (if fund allows rollover)
  - Transferred Funds (ABAs)

- **Actuals**
  - Vouchers (Invoices paid)
  - Paid Salaries
  - Completed IDTs

- **Pre-Encumbrance**
  - Requisitions
  - Vacant Position Salaries

- **Encumbrances**
  - Purchase Orders
  - Filled Position Salaries

- **Availability Balance**
  - (Actuals + PreEncumbrance + Encumbrance) – Current Budget
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
Budget report search:

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

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.
Cognos features:

- Download as a PDF
- Download as Excel
- Go back to search page
- Able to sort Program, Purpose, & Site

Close report by click the scroll down arrow and Click X.
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.
The hyperlink on the columns on Current Budget, Actuals, Encumbrance, Pre-Encumbrance will pull the transaction detail report on the specific amounts.

<table>
<thead>
<tr>
<th>KK Rollup 1</th>
<th>Associated Revenue</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C4050 - Fees</td>
<td>0.00</td>
<td>1,916,449.00</td>
<td>782,769.30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue - Total</td>
<td>0.00</td>
<td>1,916,449.00</td>
<td>782,769.30</td>
<td>0.00</td>
<td>0.00</td>
<td>(1,133,679.70)</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B5001 - Personnel Costs</td>
<td>0.00</td>
<td>1,496,364.00</td>
<td>87,686.36</td>
<td>987,505.68</td>
<td>(58,605.70)</td>
<td>479,775.66</td>
</tr>
<tr>
<td>B5060 - Non-Personnel Costs</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>55.66</td>
<td></td>
<td>(145,717.00)</td>
</tr>
<tr>
<td>B5460 - Scholarships</td>
<td>0.00</td>
<td>45,994.00</td>
<td>13,332.05</td>
<td>0.00</td>
<td>0.00</td>
<td>32,661.95</td>
</tr>
<tr>
<td>B7001 - Transfer Expense</td>
<td>0.00</td>
<td>374,091.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>374,091.00</td>
</tr>
<tr>
<td>Expense - Total</td>
<td>0.00</td>
<td>1,916,449.00</td>
<td>101,020.41</td>
<td>987,561.34</td>
<td>87,111.30</td>
<td>740,755.95</td>
</tr>
<tr>
<td>Net Total</td>
<td>0.00</td>
<td>0.00</td>
<td>681,748.89</td>
<td>987,561.34</td>
<td>87,111.30</td>
<td>(392,923.75)</td>
</tr>
</tbody>
</table>

B-level accounts is where budget check occurs.
**FIN003- Transaction Details**

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.

| KK Account       | KK Account Descr           | GL Account | GL Account Descr | Account Type | Posted Date | Journal ID | Journal Line # | Journal Date   | Journal Line 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 transaction | 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 transaction | AMASON.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   | FY22 09-01 to 09-03 transaction |                | 0.00            | 0.00            | 0.00         | 0.00          |
| D5251            | Travel                     | D5251      | Travel          | Expense      |             | CNE0180572 | 17            | Sep 14, 2021   | 30TS-AIRFARE                | 30TS-AIRFARE       | 0.00            | 0.00            | 0.00         | 0.00          |
| D5251            | Travel                     |            |                 |             |             | BT00180217 | 14            | Sep 10, 2021   | 21030-FY22 Travel Realloc          | 21030-FY22 Travel Realloc | 0.00            | 13,776.39       | 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 | 21025-FY22 030001 Realloc | 0.00            | 13,776.39       | 0.00         | 0.00          |
FIN032- Features: Transaction Detail with Assoc. Revenue Report

Search for transactions by Requisition, Voucher, Purchase Order

Search for transactions by vendor name or number

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

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

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

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!