Cognos Budget Training

UNTD Budget Office
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Agenda

The Basics
Cognos Reports
Resources
Questions

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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

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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

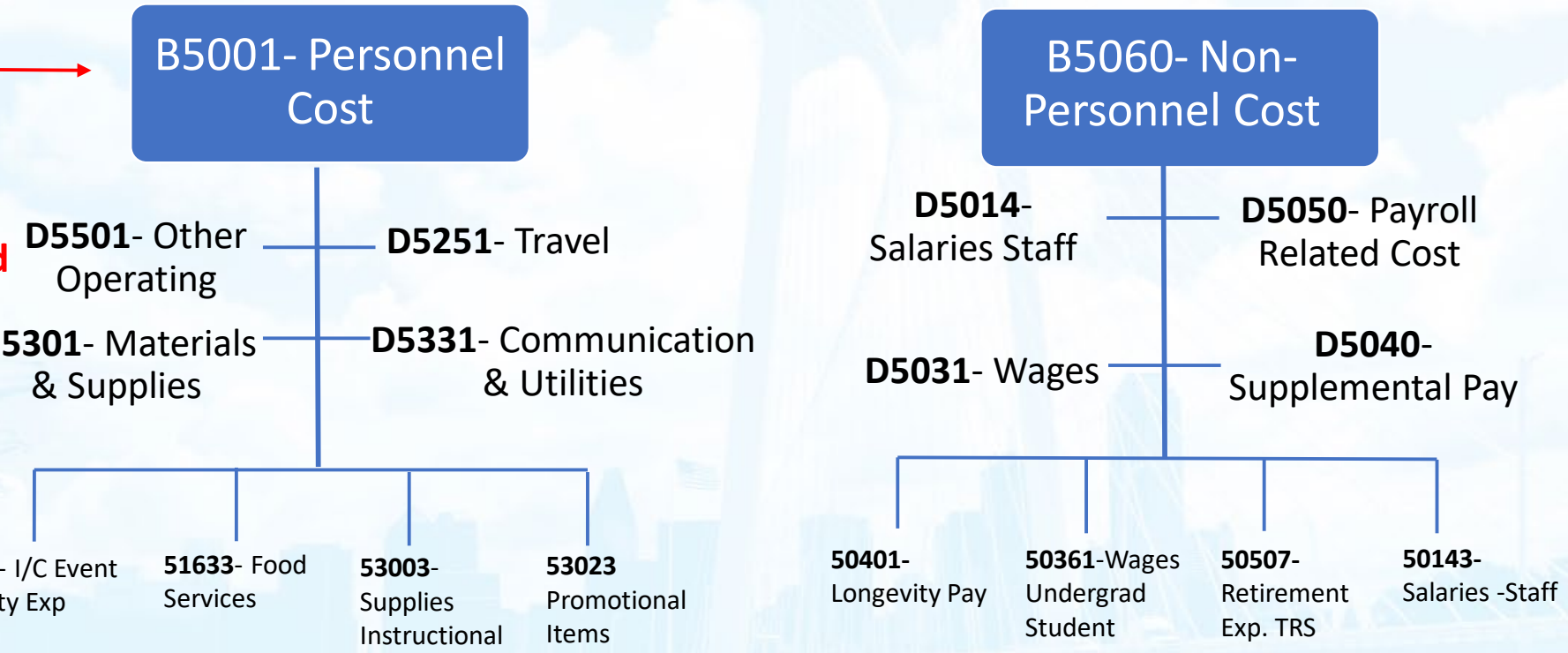
Account:

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

Budget check occurs on the B-Level

Budget is loaded and expenses are deducted from D-level

GL Account



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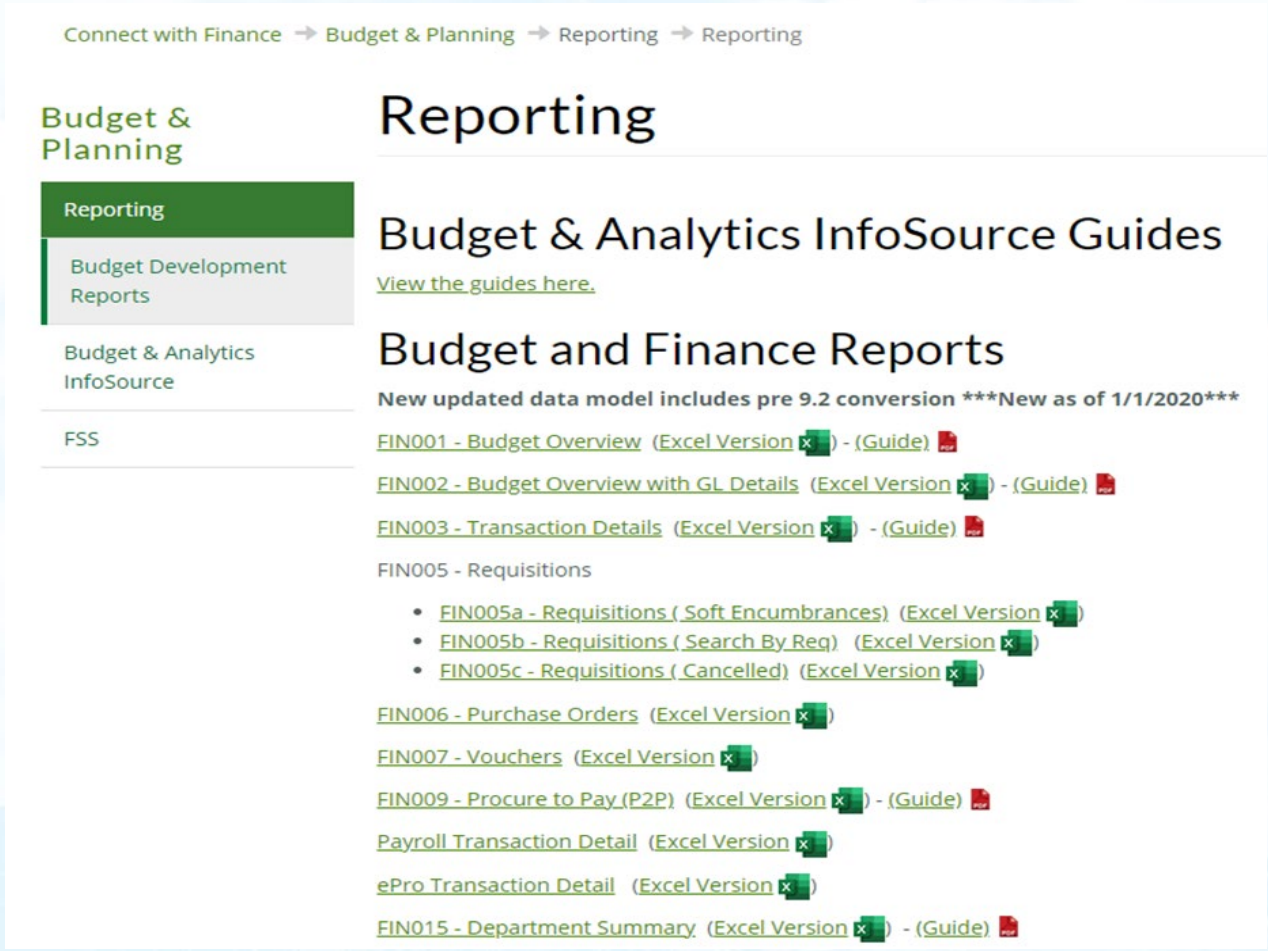
Cognos Reports

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

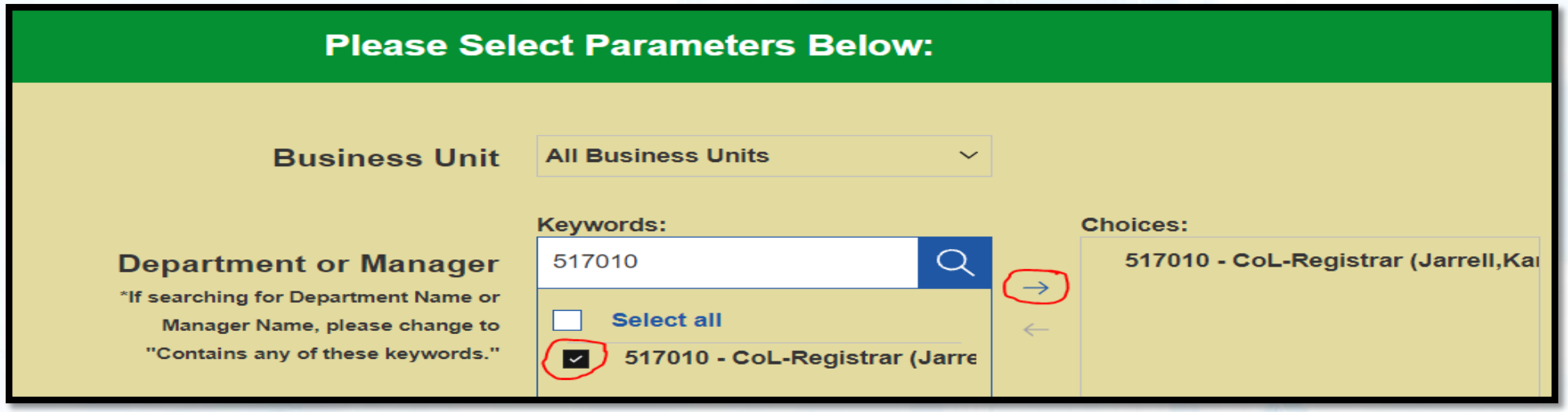
Getting Started

- 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

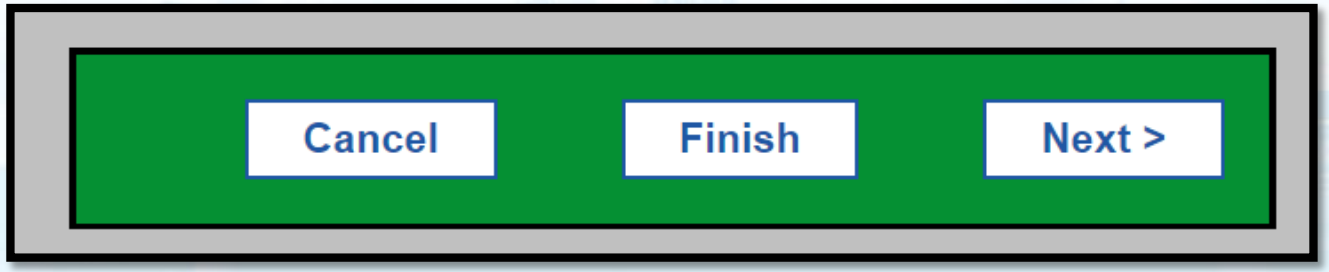


Budget report search:

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

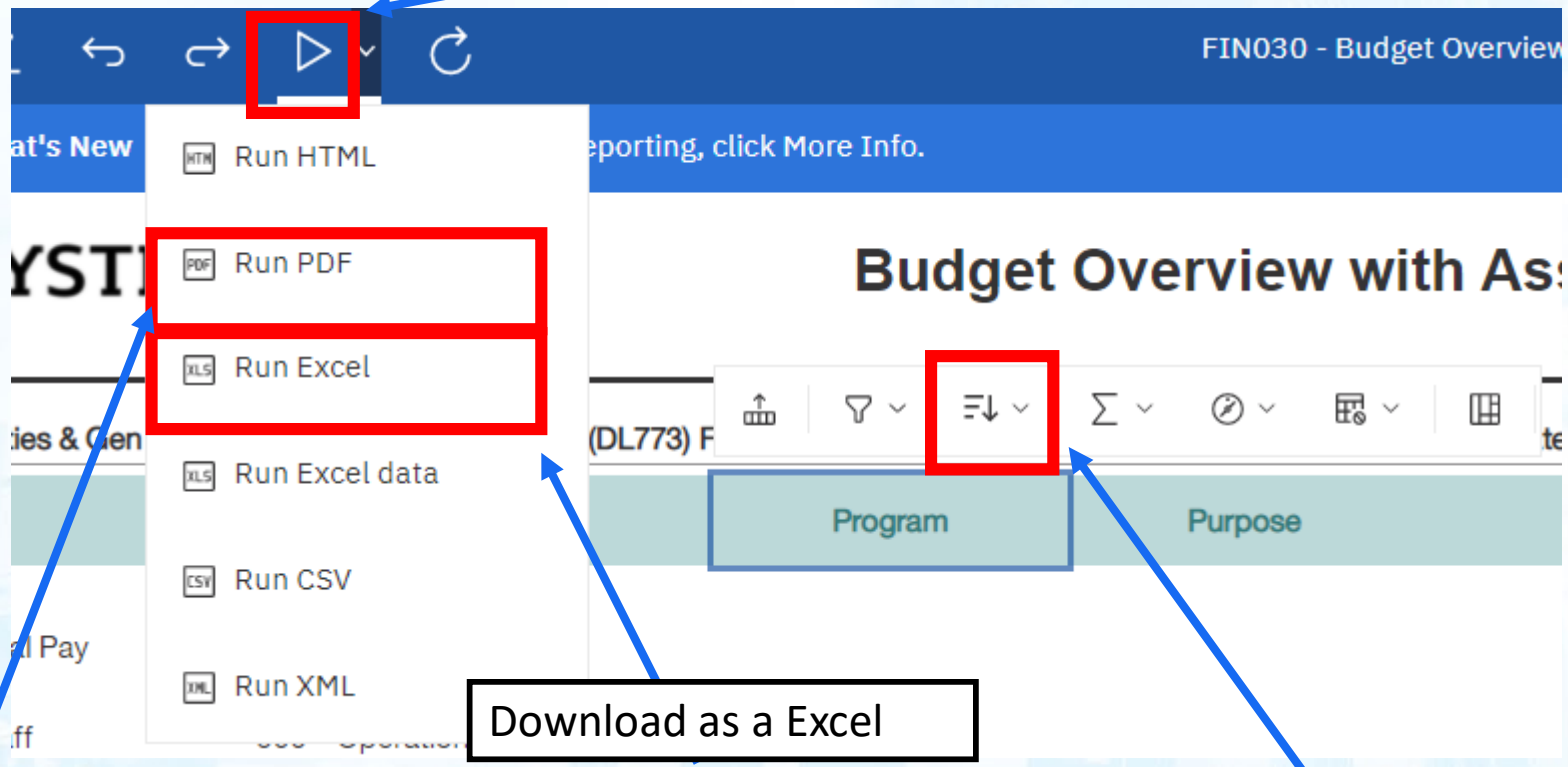


Scroll down → Click Finish



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.

Cognos features:

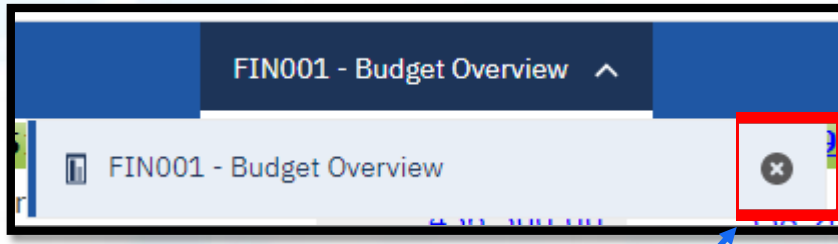


Go back to search page

Download as a PDF

Download as a Excel

Able to sort Program, Purpose, & Site



Close report by click the scroll down arrow and Click X

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Chart string

FIN001a- Budget Overview (Summary)

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	5,823.33	19,999.67
D5371 - Printing & Reproduction	500 - Student Services							0.00	0.00	1,400.00
D5251 - Travel	500 - Student Services							0.00	0.00	3,500.00
D5301 - Materials & Supplies Exp	500 - Student Services	12501 - Commencement-General						0.00	0.00	(182.64)
D5101 - Professional Fees & Svcs	500 - Student Services	12501 - Commencement-General			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.

D-level accounts- are use for an ABA request

B-level accounts

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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		
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.

B-level accounts- is where budget check occurs

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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
D5251	Travel	D				CN				3DT_AIRFARE	0.00	0.00		0.00
D5251	Travel	D				BT				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.

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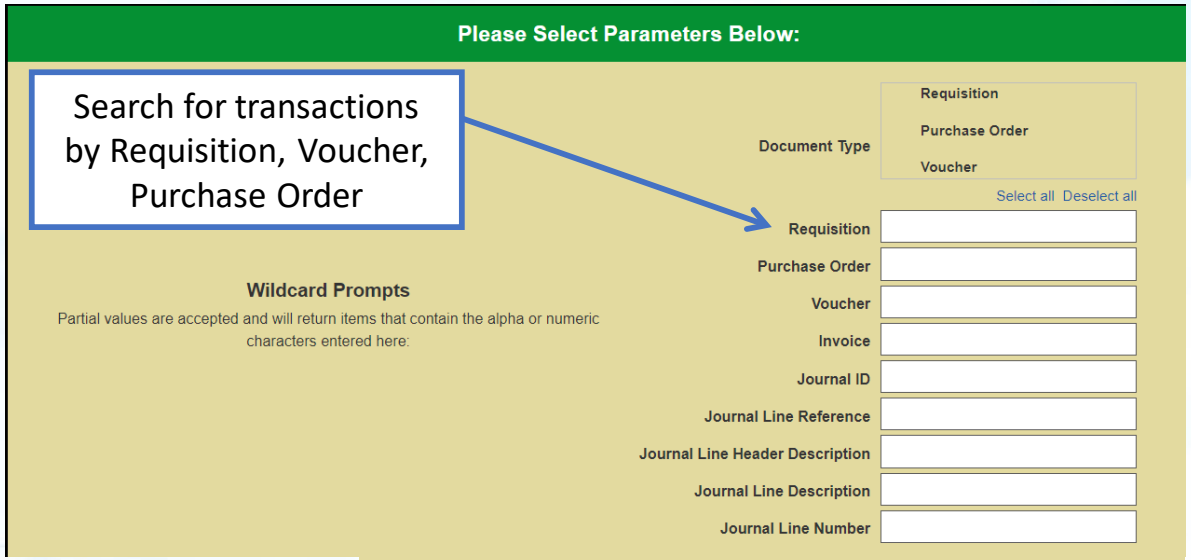
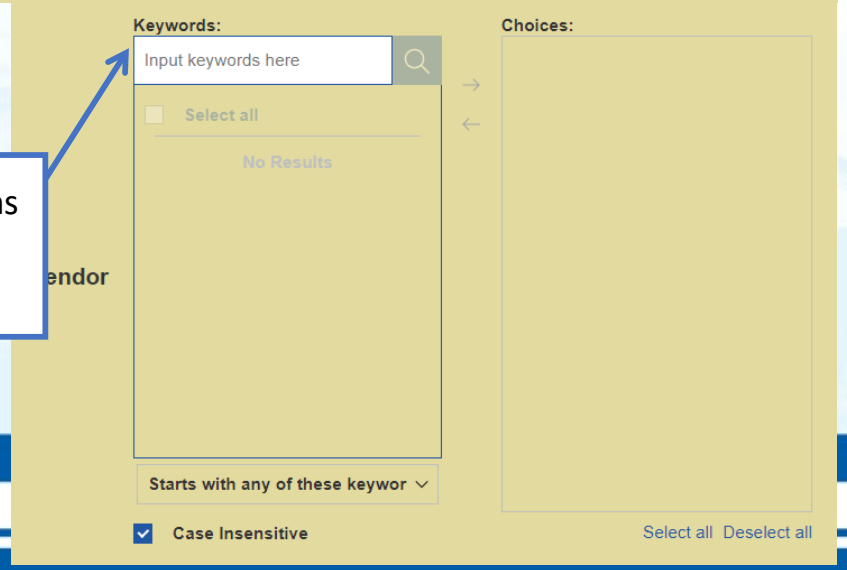
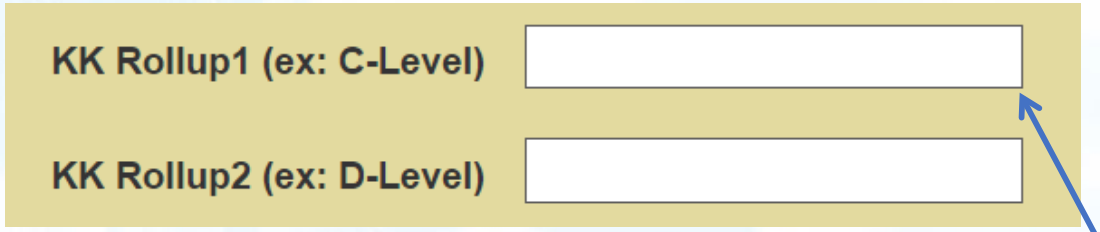
FIN032- Features: Transaction Detail with Assoc. Revenue Report



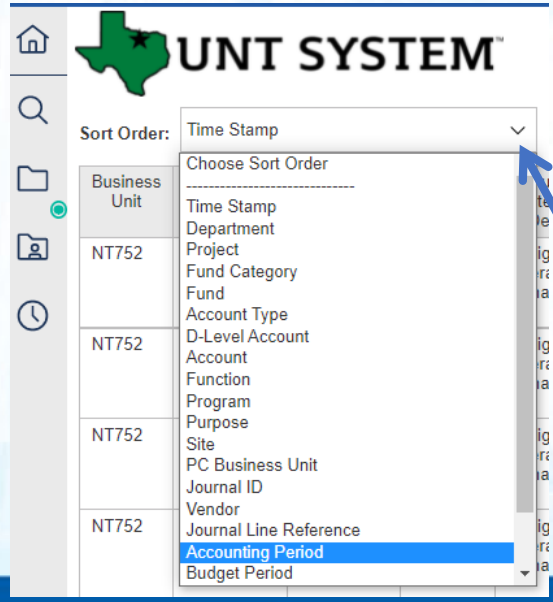
Search for transactions by Requisition, Voucher, Purchase Order



Search for transactions by vendor name or number



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



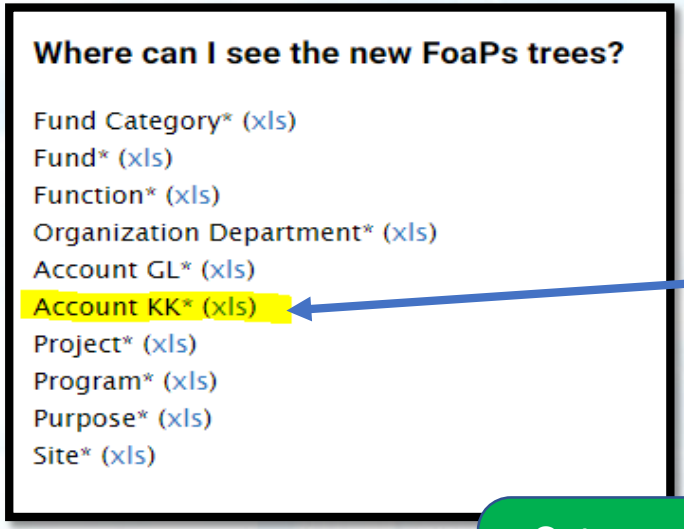
On the report you are able to sort the report by a specific category

Resources

UNT System Website:

Go to Untsystem.edu:

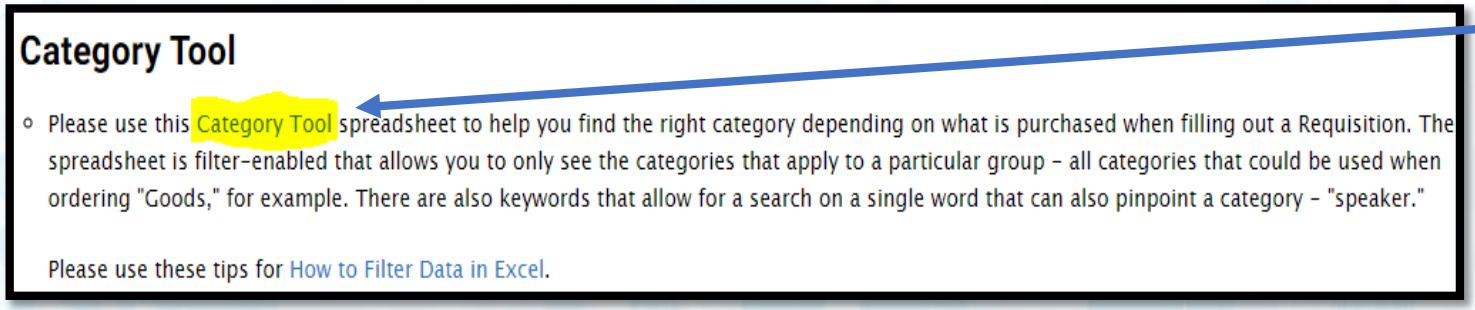
1. Offices
2. Finance
3. Tools & Training
4. Chart of Accounts



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!