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Budget to Actual Report for Depts

How to Guide - Running Reports Presented by Rene Paniagua



Budget to Actual Report

Purpose

Navigation and Running the Report

- Accessing the Cognos Application
- Locate and Run the Report
- Use Prompts to Filter Results
- Printing and Exporting
- Drill to Detail
- Requesting Access
- Questions



Purpose of the Report

Support departmental analysis to monitor revenue and expenses.

The report identifies the variance between current budget vs expenditures + encumbrances and compares current year to date actuals with the same YTD period of the prior year. It also shows the percentage of the total budget expended (burn rate) and the percent of the fiscal year completed.

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The University of Texas at San Antonio

Budget to Actual Report for Departments

EXEC LEVEL: DIVISION: DEPT(S):

ALL ALL ALL

FUND(S):	ALL
COST CENTER(S):	ALL
PROJECT(S):	ALL

Percent of Year Complete: 100%

EXPENSES	ORIG BUD + PERM TRANS	BUDGET REVISED	CUR YTD ACTUALS	ENCUMBRANCE	AVAILABLE	PRIOR YTD ACTUALS	PRIOR YR - CUR YR	Burn Rate
	0.00	0.00	719.00	0.00	(719.00)	0.00	(719.00)	
STAFF SALARIES	144,702,962.39	147,202,225.85	138,529,539.20	0.00	8,672,686.65	126,440,571.45	(12,088,967.75)	94.11%
WAGES	10,997,428.15	17,620,564.35	21,157,166.27	0.00	(3,536,601.92)	16,054,978.53	(5,102,187.74)	120.07%
FACULTY TA SALARIES	111,286,975.26	112,030,922.89	102,780,903.76	0.00	9,250,019.13	95,379,757.96	(7,401,145.80)	91.74%
GTA SALARIES	4,239,762.87	4,870,999.12	4,043,624.09	0.00	827,375.03	4,492,286.78	448,662.69	83.01%
LONG_MISC_EMPL_PAY	0.00	0.00	2,841,044.55	0.00	(2,841,044.55)	2,864,830.72	23,786.17	
BENEFITS	80,396,932.11	80,990,218.84	73,949,620.45	0.00	7,040,598.39	69,739,887.07	(4,209,733.38)	91.31%
OPERATING_EXP_BUDGET	202,426,639.09	425,234,477.09	0.00	0.00	425,234,477.09	0.00	0.00	0.00%
COST OF GOODS SOLD	0.00	0.00	83,648.81	0.00	(83,648.81)	71,406.25	(12,242.56)	
PROF FEES AND SERVIC	0.00	0.00	16,033,095.96	(38,131.05)	(15,994,964.91)	14,972,192.56	(1,060,903.40)	
OTHER CONTRACTED SVC	0.00	0.00	16,715,881.52	8,605.25	(16,724,486.77)	8,834,308.10	(7,881,573.42)	
TRAVEL	0.00	0.00	9,168,610.24	21.00	(9,168,631.24)	3,262,018.09	(5,906,592.15)	
MATERIALS	0.00	0.00	29,822,517.84	1,524.04	(29,824,041.88)	23,029,475.74	(6,793,042.10)	
UTILITIES	0.00	0.00	14,336,723.77	0.00	(14,336,723.77)	11,054,175.66	(3,282,548.11)	
COMMUNICATIONS	0.00	0.00	3,385,036.71	0.00	(3,385,036.71)	3,243,652.65	(141,384.06)	
REPAIRS AND MAINT	0.00	0.00	6,802,315.60	0.00	(6,802,315.60)	4,613,874.86	(2,188,440.74)	
RENTALS AND LEASES	0.00	0.00	3,890,605.34	0.00	(3,890,605.34)	2,797,906.69	(1,092,698.65)	
PRINTING	0.00	0.00	1,316,317.48	0.00	(1,316,317.48)	1,249,180.47	(67,137.01)	
BAD DEBT EXPENSE	0.00	0.00	(88,665.09)	0.00	88,665.09	(118,330.21)	(29,665.12)	
SCHOLARSHIPS	0.00	0.00	108,265,703.43	0.00	(108,265,703.43)	101,554,700.33	(6,711,003.10)	
DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FEDERAL_PASSTHROUGH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
STATE_PASSTHROUGH	0.00	0.00	187,500.00	0.00	(187,500.00)	37,500.00	(150,000.00)	
FEES OTHER	0.00	0.00	695,758.89	0.00	(695,758.89)	472,188.20	(223,570.69)	
INSUR COST PREMIUM	0.00	0.00	1,213,895.06	0.00	(1,213,895.06)	1,130,937.12	(82,957.94)	
ROYALTY PAYMENTS	0.00	0.00	6,076.99	0.00	(6,076.99)	7,060.50	983.51	
MEMBERSHIP DUES	0.00	0.00	1,321,662.54	0.00	(1,321,662.54)	1,164,537.23	(157,125.31)	
REGISTR FEE MTG CONF	0.00	0.00	908,898.98	0.00	(908,898.98)	478,063.79	(430,835.19)	
CAPITAL ASSET PURCH	0.00	0.00	7,144,538.20	0.00	(7,144,538.20)	11,462,075.52	4,317,537.32	
OTHER OPERATING EXP	0.00	0.00	15,119,526.05	112.53	(15,119,638.58)	6,246,273.80	(8,873,252.25)	
OPERATING EXPENSES - Total	554,050,699.87	787,949,408.14	579,632,265.64	(27,868.23)	208,345,010.73	510,535,509.86	(69,096,755.78)	73.56%

FISCAL YEAR: 2022

YTD PERIOD: August

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The University of Texas at San Antonio

FISCAL YEAR: 2022

YTD PERIOD: August

Budget to Actual Report for Departme	ents
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EXEC LEVEL:	ALL	FUND(S):	ALL
DIVISION:	ALL	COST CENTER(S):	ALL
DEPT(S):	ALL	PROJECT(S):	ALL

Percent of Year Complete: 100%

OTHER ACTIVITY	ORIG BUD + PERM TRANS	BUDGET REVISED	CUR YTD ACTUALS	ENCUMBRANCE	AVAILABLE	PRIOR YTD ACTUALS	Prior yr - Cur yr	Burn Rate
MISC OTHER ACTIVITY	0.00	0.00	12,905,378.04	0.00	(12,905,378.04)	45,024,758.86	32,119,380.82	
CAPITAL GIFTS	0.00	0.00	(1,187,015.81)	0.00	1,187,015.81	(4,073,278.09)	(2,886,262.28)	
BS TRANS BTWN FUNDS	0.00	0.00	866,424.90	0.00	(866,424.90)	0.00	(866,424.90)	
DEBT	11,194,883.34	12,143,300.74	28,645,810.86	0.00	(16,502,510.12)	27,451,690.92	(1,194,119.94)	235.90%
NONMAND TRANSFER	0.00	0.00	(469,175.00)	0.00	469,175.00	(1,702,313.00)	(1,233,138.00)	
ST AGY TRANSFER IN	0.00	0.00	(1,686,374.00)	0.00	1,686,374.00	(1,593,140.00)	93,234.00	
OTHER ACTIVITY - Total	11,194,883.34	12,143,300.74	39,075,048.99	0.00	(26,931,748.25)	65,107,718.69	26,032,669.70	321.78%

REVENUE	ORIG BUD + PERM TRANS	BUDGET REVISED	CUR YTD ACTUALS	ENCUMBRANCE	AVAILABLE	PRIOR YTD ACTUALS	Prior yr - Cur yr	BURN RATE
NET_TUITION_FEES	0.00	0.00	340,840,866.66	0.00	(340,840,866.66)	345,821,718.65	4,980,851.99	
GIFTS	0.00	0.00	30,966,918.27	0.00	(30,966,918.27)	75,659,611.50	44,692,693.23	
SPONPROG_PASS THRU	0.00	0.00	43,711,459.39	0.00	(43,711,459.39)	36,262,595.66	(7,448,863.73)	
SALE_SERVC_AND_AUXIL	0.00	0.00	65,128,143.54	0.00	(65,128,143.54)	37,744,053.66	(27,384,089.88)	
OTHER OPER REVENUES	0.00	0.00	9,541,423.48	0.00	(9,541,423.48)	5,233,709.45	(4,307,714.03)	
OPERATING_REV_BUDGET	623,567,531.92	665,841,929.78	0.00	0.00	665,841,929.78	0.00	0.00	0.00%
OPERATING REVENUE - Total	623,567,531.92	665,841,929.78	490,188,811.34	0.00	175,653,118.44	500,721,688.92	10,532,877.58	73.62%



Navigation and Running the Report

The Cognos Analytics Application

Cognos is a full suite of business intelligence tools owned by IBM.

UTSA uses Cognos to create streamlined datasets, combine data from multiple systems and create reports.

Cognos does not house data. It connects directly to source systems (PeopleSoft FMS and HCM...) and to our local Oracle database.

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Navigation and Running the Report Accessing the Application

Via the BIS Website

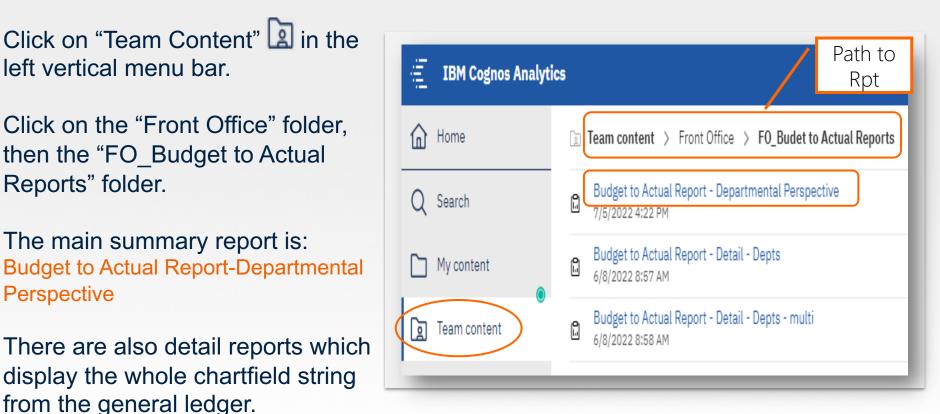
URL Directly to Cognos:

UTSA WWW	.utsa.edu/bis	/Resources.h	tml	🟠 🌾 http:	://cogprod2:9300	
UTSA. The University of the Un	pf Texas About Ad	🚱 myursa 🛽 🛚	EUTSAToday 🎹 Visit 😤 Directory 🔍 Search Fe Giving Athletics Alumni Locations			C → = □ 0 (U S BIS >> □ 0 (U
	formation Syst			IBM C	ognos Ana	lytics
PeopleSoft Resources	Support Services	Department Resources	Reporting Resources	18% T	ign in with your Cognos11_Users ID	
» UTShare/PeopleSoft	» ServiceNow - Ticketing System	» Budget Website	» Cognos Analytics v11 Access		Q User ID	
» Interim Workflow Solutions	» UTS Business Information Systems	» Financial Affairs Forms/Worksheet	» CA V11 - QUICK HPS	6010		
» Security Request Forms	» UPK - User Productivity Kit	» People Excellence (Formerly, HR)	» Report List - HCM	1°10	J Password	
» Single Sign-on Test Utility	(Coming Soon)	» UTShare SharePoint Site	» Report List - FMS - Draft	1 Acto		
» UAT Portal	» Cherwell		» Reporting Repository with Documentation		Sign in	
» SBX Portal	» Cherwell Online Help		Documentation	L		
» TRN Portal						

Log in using your network credentials (abc123).

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Navigation and Running the Report Navigating to the report





Navigation and Running the Report Running the Report

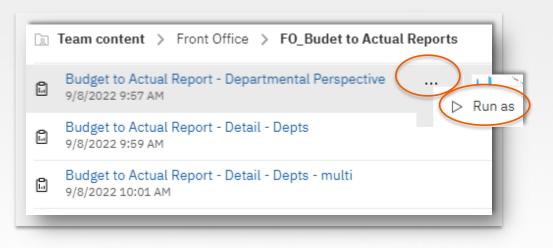
Run to Screen (html): Simply click the report name.

OR

Run to Chosen Format:

- Rest the cursor on the report name and click the ellipsis

 (...) to the far right.
- Click "Run As".



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Navigation and Running the Report Running the Report

Run to Chosen Format, cont.

- Select a format
- Click "Run".

Run as	Run as					
Run in background						
Prompt me	Prompt me					
You will be prompted for inpu	You will be prompted for input before the report runs.					
	· · · · F · · · · F · · · · · ·					
Q Find			English (United States)			
Format						
O HTML	O PDF	• Excel				
O Excel Data	⊖ csv	◯ XML				
Accessibility			Cancel Run			
Enable accessibility support						

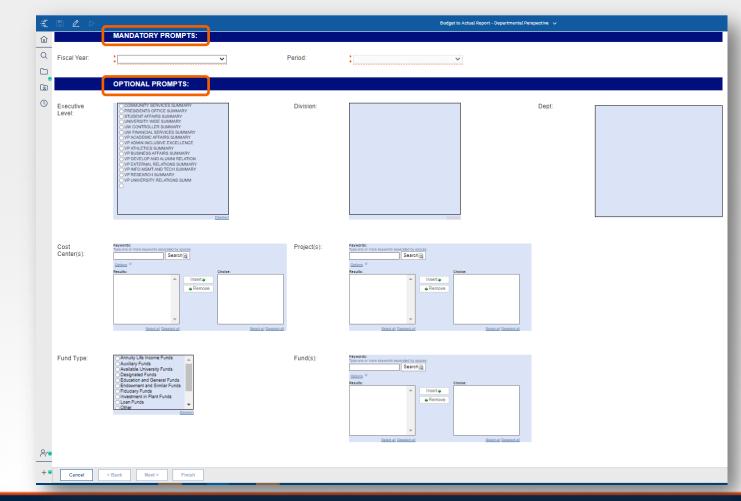
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Navigation and Running the Report Using Prompts to Filter the Report

- Complete all mandatory prompts and any optional prompts you'd like to filter by.
- Click "Finish".

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Note: The "Finish"
button will be grayed out until all <u>mandatory</u> prompts are selected.
If you are unable to see all the prompts, use the scroll bar or you may need to resize your browser window.



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Navigation and Running the Report Cascading Departmental Prompts

OPTIONAL PR	ROMPTS:		
0	ICE SUMMARY S SUMMARY E SUMMARY E SUMMARY ERVICES SUMMARY AIRS SUMMARY IVE EXCELLENCE MMARY AILUNNI RELATION ALUMNI RELATION LATIONS SUMMARY ID TECH SUMMARY IMMARY	ACADEMIC INNOVATION SUMMARY COLL OF ED HUMAN DEV SUMMARY COLLEGE FOR HCAP SUMMARY COLLEGE OF ARCHITECTURE SUMM COLLEGE OF ARCHITECTURE SUMMARY COLLEGE OF ENGINEERING SUMMARY COLLEGE OF ENGINERING SUMMARY COLLEGE OF SCIENCE SUMMARY DIRECT REPORTS DOWNTOWN CAMPUS GLOBAL INITIATIVES SUMMARY HONORS COLLEGE SUMMARY HONORS COLLEGE SUMMARY INSTITUTIONAL INTELLIGENCE SUM LIBRARY SUMMARY SVP ACADEMIC AFF ACAD SUCCESS SVP STUDENT AFFAIRS SUMMARY UNIVERSITY COLLEGE SUMMARY VVP STRATEGIC ENROLLMENT SVCS VP STUDENT SUCCESS SUMMARY	CTR008 - COE ITEC AEN002 - COE CIVIL ENGINEERING AEN007 - COE-RESEARCH SERV CTR

- Once an Executive Level is chosen, its Divisions will appear in the next prompt box. Once a Division is chosen, its departments will appear in the third prompt box.
- Multiple Departments may be chosen.
- You do not have to make selections from all three levels. If you want to run it for a VP area, do
 not select a division or dept.
- Note the select and deselect options at the bottom of each prompt.

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Navigation and Running the Report Optional Prompts - Cost Center and Project

Cost Center(s):	Keywords: Type one or more keywords separated by spaces. DEM12 Search Options [⊗] Results: DEM122- CEID ABET DEM123- RSC ENGINEERING - F& DEM124- EE -F&A ALLOCATION (: DEM125- BME POP RAMASUBRAM DEM126- CIDD M&O DEM127- DEPARTMENT OF CVL E DEM128- MECH ENGR PLANT DEM129- DT TSERI M&O	Choice: DEM123- RSC ENGINEERING - F&A N
	Select all Deselect all	Select all Deselect all

Project(s):	Keywords: Type one or more keywords separated by searc Searc Options		
	Results:		Choice:
	×	Insert Remove	
	Select all Deselect all		Select all Deselect all

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Navigation and Running the Report Optional Prompts - Fund Type and Fund



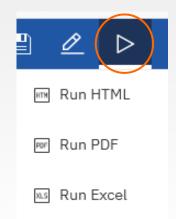
- The Fund Type and Fund prompts are independent of each other. You do not have to select a fund type in order to select a fund.
- Only use the Fund Type prompt if you want to see all funds within that type.

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Navigation and Running the Report Printing and Exporting

In order to print the report, run it as a pdf and use the print functionality in your pdf viewer.

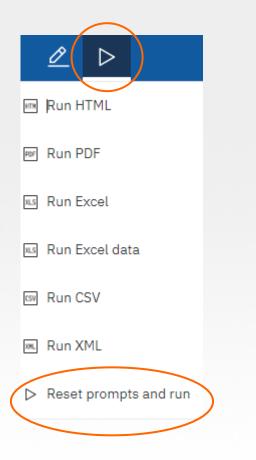
If you ran the report to the screen (html), you can export it to Excel or PDF without rerunning the report. Click the arrow on the blue bar (top left), and select the format you want to run.



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Navigation and Running the Report Re-running the Report

Instead of going back to the home screen and re-running the report, you can use the same process as exporting to Excel, except select the option to "Reset prompts and run".



Navigation and Running the Report Close Report or Access Other Open Reports

Click on the up/down arrow in the center of the top bar, next to the report name.

Select an open report or click the (2) to close the report.

Budget to Actual Report - Departmental Perspective	
Welcome Δ	R:
🛱 Budget to Actual Report - Departmental Perspective (D:



Drill to More Detail

Run the main summary report to screen (html)

Note: When running to Excel, the row labels will be formatted as links. However, there is no drill through capability once in Excel.

Click on a hyperlinked row label.

OPERATING_EXP_BUDGET	202,426,639.09	427,507,131.53	0.00	0.00	4:
COST OF GOODS SOLD	0.00	0.00	83,648.81	0.00	
PROF FEES AND SERVIC	0.00	0.00	16,033,095.96	(38,131.05)	(
OTHER CONTRACTED	0.00	0.00	16,715,881.52	8,605.25	(
TRAVEL	0.00	0.00	9,168,610.24	21.00	

Click the original report browser tab to return to the summary report.

Note: If the report does not appear, it is most likely due to the popup blocker settings. Check to see if there is a popup message below the browser toolbar.



Drill to More Detail

- The detail report contains data only for the row that was selected on the summary report.
- It has additional columns to show the detail chartfield string.

The University of Texas at San Antonio									FISCAL YEAR: 2022	2		
 Budget to Actual Report for Departments 						YTD PERIOD: August						
PROF FEES AND SERVIC EXEC LEVEL: ALL DIVISION: ALL DEPT(S): ALL PROJECT(S): ALL												
DEPTID	COST CENTER	FUND	ACCOUNT	FUNCTION	PROJECT ID	DRIG BUD + PERM ADJ	BUDGET REVISED	BUD TRANS TYPE	CUR YTD ACTUALS	ENCUMBRANCE	PRIOR YTD ACTUALS	PRIOR YR - CUR YR
AAI001	DAX183	3100	60101	400		0.00	0.00		0.00	0.00	0.00	0.00
AAI001	DAX183	3100	60104	400		0.00	0.00		5,745.00	0.00	1,324.00	(4,421.00)
AAI001	DAX184	3115	60103	400		0.00	0.00		0.00	0.00	250,000.00	250,000.00
ABS001	DBM042	3105	60103	400		0.00	0.00		0.00	0.00	5,712.56	5,712.56
ABS001	DBX003	3100	60103	400		0.00	0.00		0.00	0.00	0.00	0.00
ABS001	DBX003	3100	60155	400		0.00	0.00		7,000.00	0.00	4,250.00	(2,750.00)
ABS001	DBX011	3100	60103	400		0.00	0.00		3,000.00	0.00	3,000.00	0.00
ABS001	DBX104	3100	60103	200		0.00	0.00		0.00	0.00	247.20	247.20
ABS001	DBX104	3100	60104	200		0.00	0.00		2,685.80	0.00	1,571.30	(1,114.50)
AB6001	DEV104	2100	60101	200		0.00	0.00		0.00	0.00	100.00	100.00
4												



Manually Run Detail Reports

- The detail reports can be run from the menu as well, without having to run the summary.
- The prompt page is the same as the summary report except it has an additional mandatory prompt for the Account Rollup Row (equivalent to the row labels on the summary report).

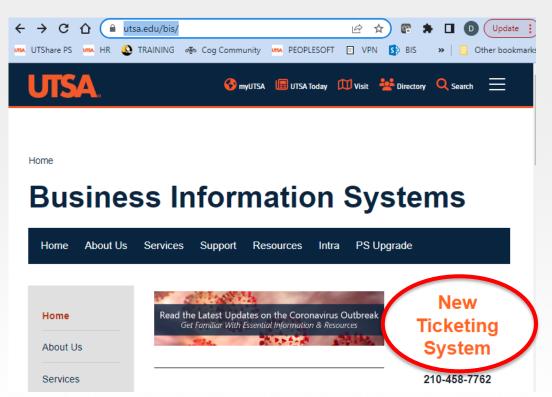
[2]	Team content > Front Office > FO_Budet to Actual Reports		REPAIRS AND MAINT ROYALTY PAYMENTS
C.	Budget to Actual Report - Departmental Perspective 9/8/2022 9:57 AM		SALE_SERVC_AND_AUXIL SCHOLARSHIPS SPONPROG_PASS THRU
Ŀ	Budget to Actual Report - Detail - Depts	Acct Rollup Row:	ST AGY TRANSFER IN ST AGY TRANSFER OUT STAFF SALARIES
Ŀ	Budget to Actual Report - Detail - Depts - multi 9/8/2022 10:01 AM		STAFF SALARIES STATE_PASSTHROUGH TRAVEL UTILITIES
			Select all Deselect all



Requesting Access

Access is requested through a Service Now ticket which can be submitted through the BIS website.

URL: www.utsa.edu/bis





Requesting Access

Select the option for "UTShare/PeopleSoft Security and Technical"

me >> Ticketing System	
Business	Information Systems
Home About Us Se	ervices Support Resources Intra PS Upgrade
Home	Ticketing System
About Us Services	Business Information Services has transitioned to University Technology Solutions (UTS) and the SPOC Ticketing System is migrating to a new Management Ticket System (Service Now) and you will be able to create a ticket as you have in the past.
Support	What kind of help do you need?
Resources	The categories listed below and the links provided will transition you to the new system in order for you to create a ticket and provide information needed for a resolution.
Intra	Workflow Administration (Reassign Documents)
PS Upgrade — PeopleTools 8.59 Enhancements	UTShare/ PeopleSoft Reporting/Query
	UTShare/PeopleSoft Security and Technical



Requesting Access

Enter your information.

Select "Back Office". (Back or front office is N/A, but select back so the form will route correctly.)

Select "No" for no back office form completed.

Enter in the comments that you're requesting access to the Budget to Actual Reports.

Click to Submit.

IOME > ALL CATALOGS > BUSINESS DEPARTMENTS AND APPLICATIONS >	Search Catalog
APPLICATIONS > UTSHARE / PEOPLESOFT > SECURITY REQUEST	
Security request New or Modify PeopleSoft access	
Make sure UTShare Departmental User Access form or Back Office security request form is completed. This includes user profile, row level, role level, or any other security aspects	
*On behalf of *Contact Phone Number	Submit
● Rene Paniagua × ▼ 12104588249	
*Who is requesting access	
Denise Hidrogo *	¥
*Are you a front office or back office user	
Back Office	¥
*Was the Back Office Security request form submitted	
No	*
Additional Comments	
I am requesting that Rene be granted access to the Budget to Actual reports in Cognos.	



Budget to Actual Reports

