

How-To Schedule a Report (Subscription)

- To schedule a report, first click “Open Report” (this allows you to schedule XLS or Excel output)

The screenshot shows a web application interface for a budget overview. At the top, there is a navigation bar with several buttons: 'Back to Prompts', 'Actuals View', 'Zero Values', and 'Closing Adjustments'. The 'Open report' button is highlighted with a red box. Below the navigation bar, the main content area displays a 'Budget Overview' report for the 'UNIVERSITY SYSTEM'. The report includes a table with columns for 'Account Desc', 'Function Desc', 'Current Budget', 'Actuals', 'Encumbrance', 'Pre-Encumbrance', and 'Balance'. The table lists various expense categories such as 'Wages', 'Personnel Costs', 'Professional Fees & Svcs', 'Travel', 'Materials & Supplies Exp', 'Rental Exp-Room-Cap', 'Printing & Reproduction', and 'Other Operating Exp'. A red arrow points from the 'Open report' button in the navigation bar to a larger 'Open report' button located at the bottom left of the page.

- Then click the “Subscribe to Report” button. That should open up a pane that allows you to create a new subscription as seen below.

FIN001 - Budget Overview_PG

File Home View

Export Parameters **Subscribe to report** Search

Actuals View: Actuals to Date Show/Hide Zero Values: Do not show values that... Closing Adjustments: Exclude Closing Adjustments...

UNT SYSTEM Budget Overview

Department: 10003 - Pres-Gen (Buchanan, Stacy Lynn) (N7752) Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition Budget Period: 2024

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense						
D5031 - Wages	550 - Institutional Support	1,720.00	2,820.00	0.00	0.00	(1,200.00)
B5001 - Personnel Costs		2,400.00	2,400.00	0.00	0.00	(1,200.00)
D5101 - Professional Fees & Svcs	550 - Institutional Support	18,530.00	4,395.00	8,120.00	0.00	15.00
D5251 - Travel	550 - Institutional Support	0.00	418.87	0.00	0.00	(418.87)
D5301 - Materials & Supplies Exp	550 - Institutional Support	500.00	4,409.72	521.28	0.00	(4,431.00)
D5360 - Rental Exp-Non-Cap	550 - Institutional Support	0.00	0.00	1,258.32	0.00	(1,258.32)
D5371 - Printing & Reproduction	550 - Institutional Support	1,450.00	500.00	0.00	0.00	548.15
D5501 - Other Operating Exp	550 - Institutional Support	57,460.00	29,892.45	0.00	0.00	27,818.55
B5000 - Non-Personnel Costs		20,110.00	30,864.68	7,899.60	0.00	22,373.80
Expense - Total		73,868.00	42,734.69	7,899.60	0.00	21,173.61
Net Total		(21,868.00)	(42,734.69)	7,899.60	0.00	21,173.61

Department: 10003 - Pres-Gen (Buchanan, Stacy Lynn) (N7752) Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition Purpose: 11007 - Staff Senate

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense						
D5031 - Wages	550 - Institutional Support	10,000.00	3,199.00	0.00	0.00	6,801.00
B5001 - Personnel Costs		10,000.00	3,199.00	0.00	0.00	6,801.00
D5101 - Professional Fees & Svcs	550 - Institutional Support	1,400.00	227.26	0.00	0.00	1,152.74
D5301 - Materials & Supplies Exp	550 - Institutional Support	400.00	382.95	0.00	0.00	17.05
D5360 - Rental Exp-Non-Cap	550 - Institutional Support	0.00	220.00	0.00	0.00	(220.00)
D5371 - Printing & Reproduction	550 - Institutional Support	800.00	267.22	0.00	0.00	332.78
D5501 - Other Operating Exp	550 - Institutional Support	300.00	0.00	0.00	0.00	300.00
B5000 - Non-Personnel Costs		2,900.00	1,197.43	0.00	0.00	1,702.57
Expense - Total		17,800.00	4,206.43	0.00	0.00	8,193.67
Net Total		(12,600.00)	(4,206.43)	0.00	0.00	8,193.67

Department: 10003 - Pres-Gen (Buchanan, Stacy Lynn) (N7752) Fund Category: 200 - Designated Operating-Managed Fund: 800051 - Lifestyle Health Course FFF

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense						
D5301 - Materials & Supplies Exp	550 - Institutional Support	(1,007.57)	0.00	0.00	0.00	(1,007.57)
B5000 - Non-Personnel Costs		(1,007.57)	0.00	0.00	0.00	(1,007.57)
D7001 - Transfer Expense	550 - Institutional Support	1,007.57	0.00	0.00	0.00	1,007.57
B7001 - Transfer Expense		1,007.57	0.00	0.00	0.00	1,007.57
Expense - Total		0.00	0.00	0.00	0.00	0.00

Subscriptions

Keep track of your data by subscribing to this paginated report.

Manage all

As a viewer, you can't subscribe others.

No subscriptions yet

Stay up-to-date on this paginated report and set up a recurring email for yourself or others.

Create a subscription

- When you click “Create A Subscription,” it opens up a pane where you can specify the specifics of your subscription in terms of data and time to receive your report as well as what format you want it in

FIN001 - Budget Overview_PG

File Home View

Export Parameters **Subscribe to report** Search

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UNT SYSTEM Budget Overview

Department: 10003 - Pres-Gen (Buchanan, Stacy Lynn) (N7752) Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition Budget Period: 2024

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense						
D5031 - Wages	550 - Institutional Support	1,720.00	2,820.00	0.00	0.00	(1,200.00)
B5001 - Personnel Costs		2,400.00	2,400.00	0.00	0.00	(1,200.00)
D5101 - Professional Fees & Svcs	550 - Institutional Support	18,530.00	4,395.00	8,120.00	0.00	15.00
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Expense - Total		73,868.00	42,734.69	7,899.60	0.00	21,173.61
Net Total		(21,868.00)	(42,734.69)	7,899.60	0.00	21,173.61

Department: 10003 - Pres-Gen (Buchanan, Stacy Lynn) (N7752) Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition Purpose: 11007 - Staff Senate

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense						
D5031 - Wages	550 - Institutional Support	10,000.00	3,199.00	0.00	0.00	6,801.00
B5001 - Personnel Costs		10,000.00	3,199.00	0.00	0.00	6,801.00
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Expense - Total		17,800.00	4,206.43	0.00	0.00	8,193.67
Net Total		(12,600.00)	(4,206.43)	0.00	0.00	8,193.67

Department: 10003 - Pres-Gen (Buchanan, Stacy Lynn) (N7752) Fund Category: 200 - Designated Operating-Managed Fund: 800051 - Lifestyle Health Course FFF

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense						
D5301 - Materials & Supplies Exp	550 - Institutional Support	(1,007.57)	0.00	0.00	0.00	(1,007.57)
B5000 - Non-Personnel Costs		(1,007.57)	0.00	0.00	0.00	(1,007.57)
D7001 - Transfer Expense	550 - Institutional Support	1,007.57	0.00	0.00	0.00	1,007.57
B7001 - Transfer Expense		1,007.57	0.00	0.00	0.00	1,007.57
Expense - Total		0.00	0.00	0.00	0.00	0.00

Subscriptions

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Manage all

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FIN001 - Budget Overview_PG

Unsaved changes

Subscription name *

FIN001 - Budget Overview_PG

Attach full report

PDF (pdf)

Report parameters

Use current (rendered) report values

Customize parameters (3)

Scheduled date and time

Start date * 3/22/2024 End date Select a date

Repeat * Daily

Scheduled time * 9:30 AM

Time zone * UTC-06:00 Central Time (US and Canada)

Details will be sent daily at 09:30 AM (UTC-06:00 Central Time (US and Canada) starting Friday, March 22, 2024.

More options

Send now

Subscription must be saved before sending.

Save New subscription