



# PEOPLESOFT FINANCE FLUID Accessing Budget & Financial (Cognos) Reports in Fluid Quick Guide

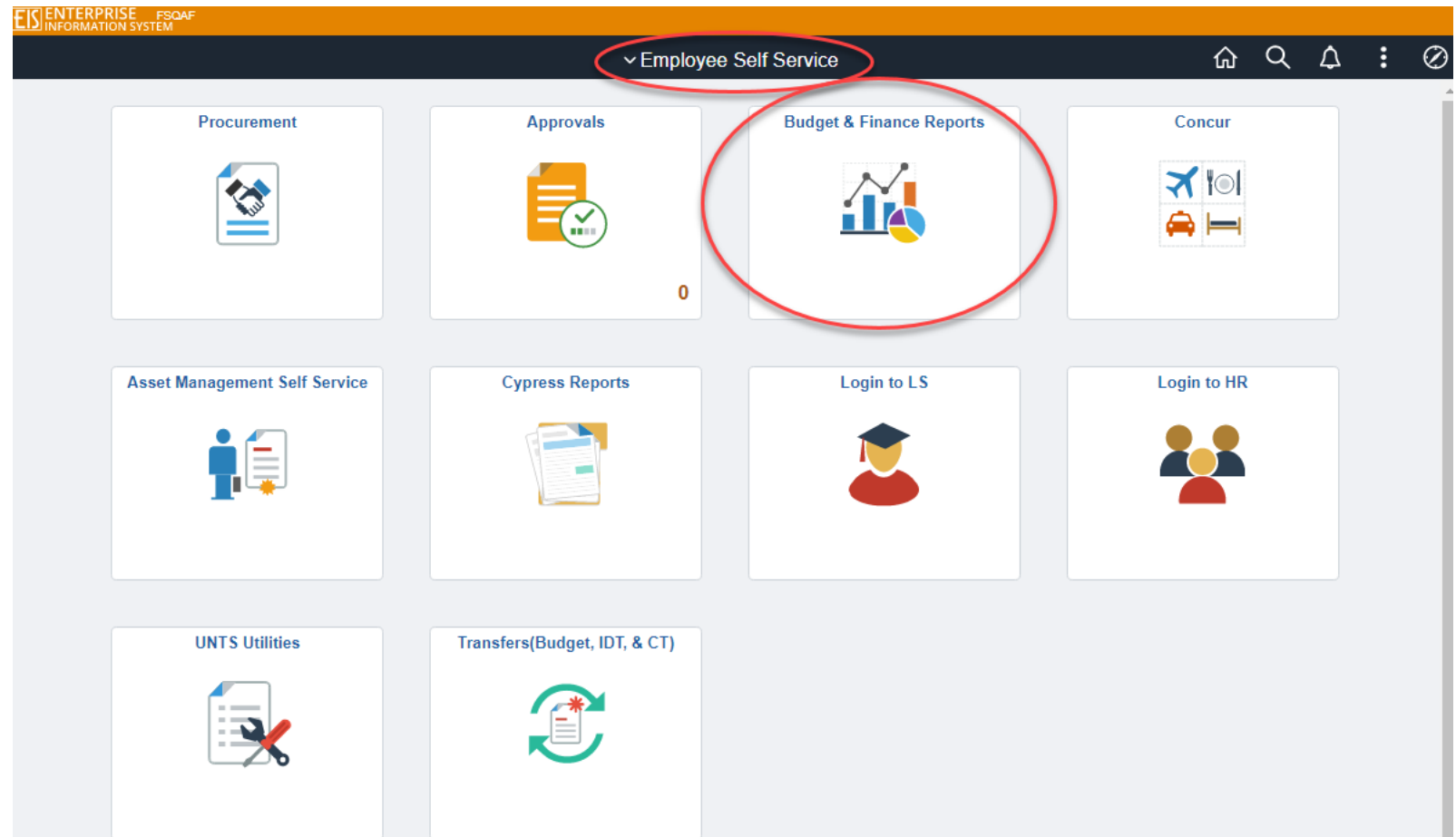
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# Accessing Budget & Financial (Cognos) Reports in Fluid

The Budget & Finance Reports tile is located on the Employee Self Service homepage.

Select Employee Self Service on the banner. Then select the Budget & Finance Reports tile.





# Accessing Budget & Financial (Cognos) Reports in Fluid

Selecting the Budget & Financial Reports tile on the Employee Self Service page will automatically transfer the user to UNT System Finance Reporting page.

The Budget & Financial (Cognos) Reports display departmental and transactional information based upon the user's access.

The screenshot shows the Employee Self Service portal interface. The top navigation bar includes 'Employee Self Service' and a search icon. Below the navigation bar are four main tiles: 'Procurement', 'Approvals', 'Budget & Financial Reports', and 'Concur'. The 'Budget & Financial Reports' tile is highlighted with a red circle. Below the tiles is a browser address bar showing 'finance.untsystem.edu/reporting'. The main content area features a dark navigation bar with links for 'UNT SYSTEM HOME', 'JOBS', 'REPORTS', 'FORMS', 'MY.UNTSYSTEM', and 'DIRECTORY'. Below this is a horizontal menu with links for 'About Us', 'EPIC', 'Tools, Training & Calendar', 'Payroll & Taxes', 'Travel', 'Procurement', 'Vendor Resources', and 'Treasury'. The main content area displays a breadcrumb trail: 'Connect with Finance -> Budget & Planning -> Reporting -> Reporting'. A sidebar menu on the left lists 'Budget & Planning', 'Reporting', 'Budget Development Reports', 'Budget & Analytics InfoSource', and 'FSS'. The main content area shows the 'Reporting' page with the heading 'Budget & Analytics InfoSource Guides' and a link to 'View the guides here.'. Below this is the 'Budget and Finance Reports' section, which includes a note about a new updated data model and a list of report guides: 'FIN001 - Budget Overview', 'FIN002 - Budget Overview with GL Details', and 'FIN003 - Transaction Details'. Each report guide has a link to an Excel version and a guide.