Important Notes to Using & Reviewing Your Results

- Notes

    o **Data Population**
      This report is populated with data from the Budget and Finance for Cognos 11 package

    o **Items without a Budgeted Amount**
      All Actuals will print to the report regardless of the corresponding Budget Account possessing a dollar amount or zero entry.

    o **Actuals Posted & Pending**
   Actuals are from approved and posted transactions.

Locate Report

1. From the Budget & Planning **Reporting Page**, locate "AFR011 – Trial Balance By Period" report.

2. **Login** to IBM Cognos to run the report.

Report Setup- Prompt Pages

Report Setup - Prompt Pages

All initial **Landing Pages** for reports on the Cognos System will appear
similar in format. You will have a set of filtering choices based on the
source's available data.
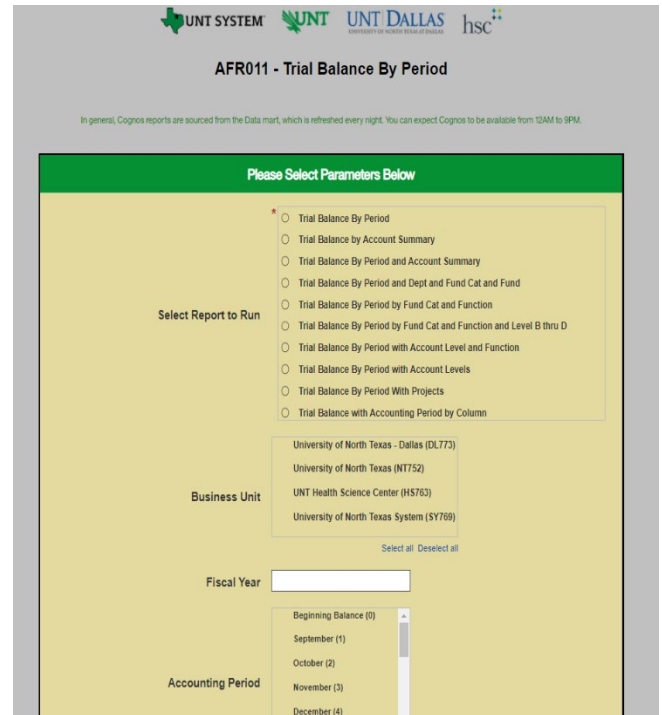
REPORT FOCUS FILTERS / PAGE 1

1. Select your parameter choices.
   (Select Report to Run parameter is required).

Select Report to Run	You may select only one report to run
Business Unit	Default will pull "All Business Units" or you may select one or multiple units by which to filter the report. You can click **Select All** to select all choices.
Fiscal Year	The budget year automatically fills with the current operating year and you may override if you prefer by **typing** in the box.
Accounting Period	This will allow data retrieval thru a particular period entered. You may select one or multiple account periods by which to filter the report. You can click **Select All** to select all choices.
Account Type	Default is set to pull all types. You do not need to click "Select All" to do so. Otherwise, choose to **limit** the report results by **checking** the appropriate box.

Account Level A	If you know a particular Fund you would like to filter by, **enter** here. All items you have typed/pasted into the box will move to the **Selections Box**
Account Level B	If you know a particular Fund you would like to filter out, **enter** here. All items you have typed/pasted into the box will move to the **Selections Box**

2. If you are satisfied with your choices and do not need to engage Detailed Filters, click the **Finish Button.** Otherwise, to run by other FoaPs elements, click the **Next Button.**

DETAILED FILTERS – CHARTSTRING INCLUSIONS / PAGE 2

3. Select your parameter choices.

Remember that prompts filter your data. By entering values into the prompts you narrow the result sets. Start off by casting a wide net by only using one prompt. You can always rerun the report with additional prompt to narrow the results as needed.

Fund Category	You can either **enter** a Fund Cat within this box **or paste**. Several numbers may be entered here but each one must be on its own line to filter correctly. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Selections Box**.
Fund	If you know a particular Fund you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Selections Box**.
Function	If you know a particular Function you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Selections Box**.
Department	If you chose Department(s) on the first page, they will automatically appear here. You can **type or paste** multiple choices additionally within the Right Box to insert additional or from a list. When you are ready be sure to click the **Insert Button** to add your entries to the **Selections Box**.
Account	If you know a particular Account you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Selections Box**.

Project	If you chose Project(s) on the first page, they will automatically appear here. You can **type or paste** multiple choices additionally within the Right Box to insert additional or from a list. When you are ready be sure to click the **Insert Button** to add your entries to the **Selections Box**.
PC Business Unit	Available PCBUs are displayed in the dropdown. If you know a particular PC Business Unit you would like to filter by, **select** it here. If using a PCBU, **only one** may be filtered for at a time.
Activity	If you know a particular Activity you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Selections Box**.
Program	If you know a particular Program you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Selections Box**.
Purpose	If you know a particular Purpose you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Selections Box**.
Site	If you know a particular Site you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Selections Box**.

4. If you are satisfied with your choices and do not need to engage FOAPs exclusion Filters, click the **Finish Button**. Otherwise, to run by excluding particular FoaPs elements, click the **Next Button**.

DETAILED FILTERS – CHARTSTRING EXCLUSIONS / PAGE 3

5. Select your parameter choices.

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Et al....	The strings listed here mirror the Inclusions descriptions listed for the previous page.

6. When you are satisfied with your choices, **click** the **Finish Button** to run the report.
   If you need to make changes or want to check your filters, you can click the Back Button at any time to review and click the Finish Button from any point without having to re-enter your information.

Report Results

Report Results

REPORT FEATURES

- Top left of the report features **Business Unit, Fiscal Year, Period,** and the **name of the report** selected from the Prompt Page
- Results will show the total amount regarding an account in a certain fiscal year, business unit, accounting period, and account type

Business Unit: SY769
Fiscal Year: 2021
Period: 1, 2, 3
Report: Trial Balance By Period

Business Unit	Fiscal Year	Accounting Period	Account	Account Description	Account Type	Amount
SY769	2021	1	20003	AP-Accounts Payable-Manual	Liability	$1,612,790.78
SY769	2021	1	71001	Trans to Components	Expense	$2,646,839.61
SY769	2021	1	10375	Flex Repo Ser '18A&B	Asset	($66,061.83)
SY769	2021	1	47801	Interest on Investments	Revenue	($1,862.86)
SY769	2021	1	51337	Accreditation Fees	Expense	($388.67)
SY769	2021	1	53307	Telecom-Othr Service Charges	Expense	$38.16
SY769	2021	1	53401	Utilities-Gas	Expense	($224.01)
SY769	2021	1	10365	TX Star GF	Asset	($35,941.73)
SY769	2021	1	10370	TX Term - CP	Asset	$390.60
SY769	2021	1	53503	R/M Computer Eqpmnt	Expense	$130,080.74
SY769	2021	1	55101	DUES AND MEMBERSHIPS	Expense	$32,705.59
SY769	2021	1	53505	R/M-Equip	Expense	($8,487.02)
SY769	2021	1	53659	Operating Lease-Bldngs Ofc Spc	Expense	$4,868.00
SY769	2021	1	55105	OTHR LICENSE EXP	Expense	$5,437.95
SY769	2021	1	20509	PP-State Income Taxes	Liability	$0.00
SY769	2021	1	16851	AccDepr -Bldg/Bldg Imprvments	Asset	($54,168.47)
SY769	2021	1	16863	AccAmrt-Computer Software	Asset	($238,911.10)
SY769	2021	1	54001	Depr-Building	Expense	$54,168.47

Cognos Report Functionalities

LAYOUT OVERVIEW

- Report results are typically displayed in an interactive HTML on screen style.

- Based on your selections, if any, the report will only display results that match your initial filtering choices.

- Reports on screen may combine the Level Number result with the Description for that level in one single column. *(Report results exported to XLS will break these out, see Run Report and Down Load section below.)*

- If there is an error in your request or no results can be produced, you get a return message showing the parameters you chose that produced these results. *(See the Error Results section below for more information or to troubleshoot.)*

- Use the **"Page Down" Link** at the bottom left to see additional pages (if any).

- Use the **"Bottom" Link** to skip to the last page of **Applied Parameters** where you can review what your filtering choices were on the initial **Prompt Page** selections. Use the **"Top" Link** then to return to your first page.
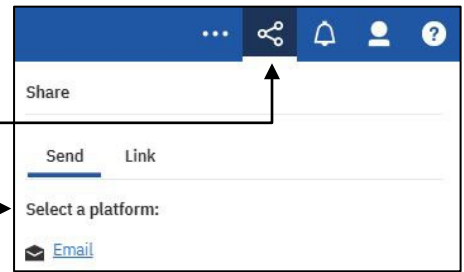
Exporting Your Report Results

Exporting Your Report Results

In the upper left hand or right hand of the toolbar on your screen, you will see options to run report and view your results.

EMAIL REPORT DIRECTLY

Click the **"Share"** symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select **"Email".** Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.

RUN REPORT AND DOWNLOAD OPTIONS

Click on the **"Run as"** button (white circle) on the upper left hand of the toolbar of your screen to see selections for running or exporting your results:

- HTML
- PDF
- Excel
- Excel Data
- CSV
- XML
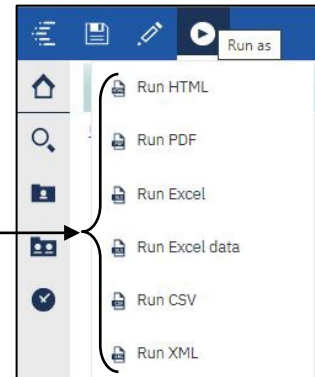
Error Results

Run Report Error

The following is an example of the standard results message when Cognos cannot determine a match for your requested filters:

> *No data available for the parameters chosen, please review the parameters below:*
> *Fund Cat: 876*

The selection you have made on the prompt page is listed automatically below the "No Data" message. Again, to re-run the report with a different selection, **click** on the "**Run as"** button on the upper left hand of the toolbar on your screen, and then **click** on the **Reset prompts and run** option (see note below for further instruction).