UNT|SYSTEM

Important Notes to Using & Reviewing Your Results

- Notes

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

  - **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.

  - **Actuals**
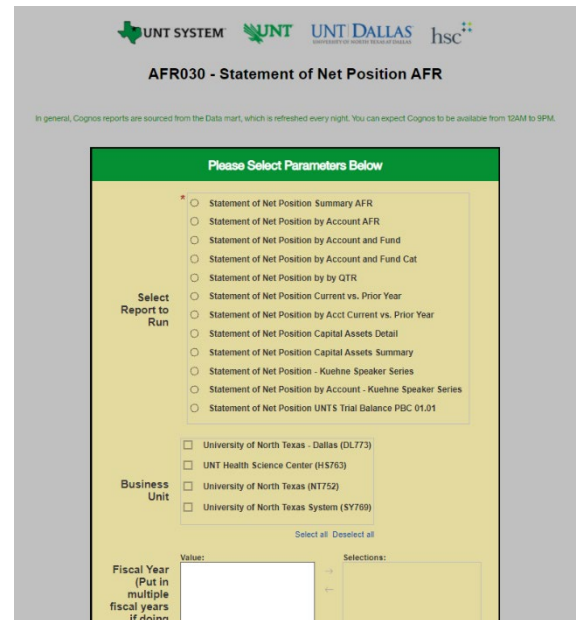   Actuals are from approved and posted transactions.

Locate Report

1. From the Budget & Planning **Reporting Page**, locate "AFR030 – Statement of Net Position AFR" 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.

1. Select your parameter choices.
   (Select Report to Run parameter within this report 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.
Quarter	This will allow data retrieval thru a particular quarter entered. You may select one or multiple quarters by which to filter the report. You can click **Select All** to select all choices
Exclude Fund	If you know a particular Fund you would like to filter out, **enter** here.

2. If you are satisfied with your choices, click the **Finish Button**.

Report Results

Report Results

Report: Statement of Net Position Summary AFR
Business Unit: HS763
Fiscal Year: 2021
Period: 6, 7, 8, 9

[Callout boxes: Report Info, Level A, Level B, Level C, Level D, Business Unit, Totals]

TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	ASSETS			HS763	Total
	ASSETS	Current Assets	Cash on Hand	(1,270.00)	($1,270.00)
			Cash in Bank	(2,109,073.24)	($2,109,073.24)
			Cash in Transit and Reimburse from Treasury	1,739,399.22	$1,739,399.22
			Cash in State Treasury	(2,940,404.90)	($2,940,404.90)
			Cash Equivalents	(10,907,836.43)	($10,907,836.43)
			Restricted - Cash in Bank	1,940,000.21	$1,940,000.21
			Restricted - Cash Equivalents	0.00	$0.00
			Legislative Appropriations	(33,506,470.90)	($33,506,470.90)
			Accounts Receivable	10,326,618.34	$10,326,618.34
			Federal Receivable	742,602.50	$742,602.50
			Other Intergovernmental Receivable	78,058.96	$78,058.96
			Clinical Practice	91,456.47	$91,456.47
			Interest and Dividends	(1,408.80)	($1,408.80)
			Other Receivable	2,517,729.19	$2,517,729.19
			Due From Other Components	(61,670.02)	($61,670.02)
			Due From Other Agencies	(1,450,810.64)	($1,450,810.64)
			Loans and Contracts	(3,187,548.92)	($3,187,548.92)
			Prepaid Items	290,920.34	$290,920.34
			Other Current Assets	(74,759.00)	($74,759.00)
			Asset Suspense	0.00	$0.00
			Total	(36,514,467.62)	($36,514,467.62)
		Non-Current Assets	Restricted Investments (Note 3)	2,847,990.99	$2,847,990.99
			Loans and Contracts	2,558,460.11	$2,558,460.11
			Investments (Note 3)	7,638,114.68	$7,638,114.68
			Capital Assets Non Depreciable and Non Amortizable	9,180,995.38	$9,180,995.38
			Capital Assets Depreciable and Amortizable Net	(4,316,676.99)	($4,316,676.99)
			Total	17,908,884.17	$17,908,884.17
		Total		(18,605,583.45)	($18,605,583.45)
	Total			(18,605,583.45)	($18,605,583.45)

REPORT FEATURES

- The top left of the report will show the **report selected, Business Unit, Fiscal Year, and Period(s)**
- The left side is organized by **Level A/B/C/D categorization** and the columns are organized by **Business Unit** which then together give results showing the monetary sums of all transactions regarding those B-levels and those functions
- The Totals on the bottom and right are for the totals of the **Business Units** and **A/B/C/D-Levels**

DRILL-THROUGH OPTIONS

- There are drill-throughs on both the **non-total** rows and the **total** rows
- When clicking one of the non-total rows, it will drill-through to **AFR012 – GL Transaction Details** and show all transactions relevant to the number displayed in the cell you clicked
- When clicked one of the total rows, it will drill-through to **AFR012 – GL Transaction Details** and show all transactions relevant to the numbers displayed in the cell you clicked

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 Download 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
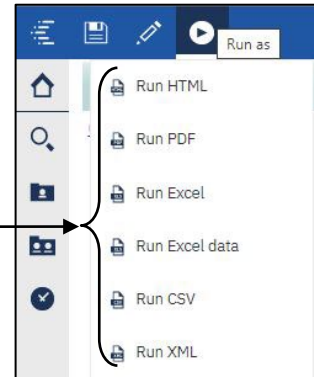
Error Results

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).

Drill-Through Message or Error

The message below will be displayed when a zero amount without supporting details is clicked on during a drill through. The same message will be displayed when a drill through has error. If that happens, the statement below, **"The amount you clicked on was,"** will match the amount clicked on the report.

The report executed as designed; however, no rows of data were returned with the parameters given.

To diagnose why you are seeing this messge please follow the instructions below:

1) Click "bottom" at the bottom left of this page to view the Parameter Page.

2) Review the values to look for incorrect or missing values

3) Click the Run button on the top left of the screen and choose "Reset prompt and run" to manually adjust the parameters of this report.

4) If you are unable to resolve the issue, please contact your local Budget Office for assistance.

The amount you clicked on was = 0