

IMPORTANT NOTES TO USING & REVIEWING YOUR RESULTS 1

LOCATE REPORT 2

REPORT SETUP - PROMPT PAGES 2

 REPORT FOCUS FILTERS. 2

REPORT RESULTS 3

 REPORT FEATURES 3

 DRILL-THROUGH OPTIONS 3

COGNOS REPORT FUNCTIONALITIES..... 3

 LAYOUT OVERVIEW..... 3

EXPORTING YOUR REPORT RESULTS..... 4

 EMAIL REPORT DIRECTLY 4

 RUN REPORT AND DOWN LOAD OPTIONS 4

ERROR RESULTS 5

 RUN REPORT ERROR 5

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

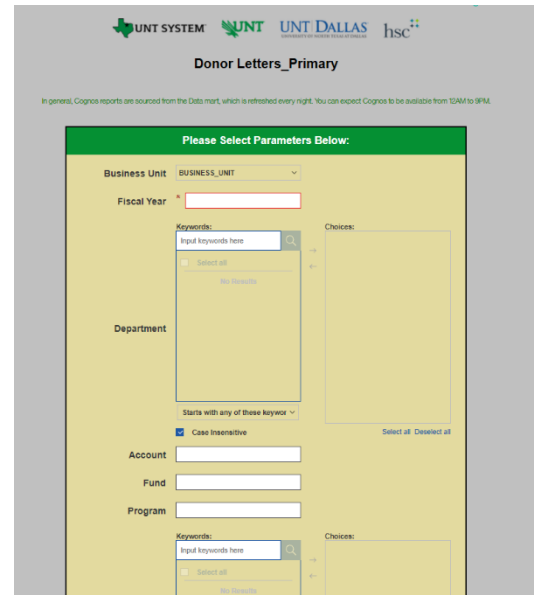
1. From the Budget & Planning [Reporting Page](#), locate [“Donor Letters Primary”](#)

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

1. Select your parameter choices.
(No parameters within this report are required).

<i>Business Unit</i>	Default will pull “All Units” or you may select one particular unit by which to filter the report.
<i>Fiscal Year</i>	If you know a particular Fiscal Year you would like to filter by, enter here.
<i>Department</i>	You can Search by Department, you may type here and search. Your results appear in the left box. Highlight any or all results and click the Insert Button to include as your filter choice here. <i>*Notes: CTRL + Click to choose more than one. If you need to view several departments and have a numbered list, you can use the department selection on the Detailed Filters/Page 2 below.</i>
<i>Account</i>	If you know a particular Account you would like to filter by, enter here.
<i>Fund</i>	If you know a particular Fund you would like to filter by, enter here.

Program If you know a particular Program you would like to filter by, enter here.

Fund Category You can **Search** by Fund Category, you may type here and search. Your results appear in the left box. **Highlight** any or all results and click the **Insert Button** to include as your filter choice here.

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

Report Results

Report Results

REPORT FEATURES

DEPARTMENT	DEPT_DESC	FUND	FUND_CATEGORY	FUND_CATEGORY_DESC	FUND_DESC	ACCOUNT	ACCOUNT_DESC	PROGRAM	FISCAL_YEAR	ACCOUNTING_PERIOD	BUSINESS_UNIT	MONETARY_AMOUNT	ACCOUNT_TYPE_DESCR	CATEGORY
500000	Office of the President	240404	500	Restr True Endowment Corpus	Scho/End-Bldg Fam Jag Dream	10253	DDA-Repurchase		2020	6	DL773	-10,011.91	Asset	
500000	Office of the President	240404	500	Restr True Endowment Corpus	Scho/End-Bldg Fam Jag Dream	21510	Unearned Cash Clearing		2020	0	DL773	-10,011.91	Liability	
500000	Office of the President	240404	500	Restr True Endowment Corpus	Scho/End-Bldg Fam Jag Dream	10253	DDA-Repurchase		2020	0	DL773	10,011.91	Asset	
517000	Col. Dean's Off	100029	255	Quasi Endow Corpus and Apprec	DepOp/GEnd-Law School	33001	Net Postion Unrestricted		2020	0	DL773	-1,000,000	Equity	Beginning Balance
517000	Col. Dean's Off	100029	255	Quasi Endow Corpus and Apprec	DepOp/GEnd-Law School	15027	NC Inv- Long Term Pool		2020	0	DL773	1,000,000	Asset	
521240	Financial Aid	240035	355	Restr True/Term Endow Apprec	Scho/End-AT&T Greater Tx	32203	Expend Net Postion Endow		2020	0	DL773	-5,588.57	Equity	Beginning Balance
521240	Financial Aid	240034	355	Restr True/Term Endow Apprec	Scho/End-AIST Early College	32203	Expend Net Postion Endow		2020	0	DL773	-4,367.26	Equity	Beginning Balance
521240	Financial Aid	240002	355	Restr True/Term Endow Apprec	Scho/End-Remarcus West Sch	32203	Expend Net Postion Endow		2020	0	DL773	-3,516.44	Equity	Beginning Balance
521240	Financial Aid	240003	355	Restr True/Term Endow Apprec	Scho/End-A&GB Ryan Lot	32203	Expend Net Postion Endow		2020	0	DL773	-3,006.38	Equity	Beginning Balance
545000	University Advancement	240034	355	Restr True/Term Endow Apprec	Scho/End-AIST Early College	20011	AP-Clearing Account		2020	0	DL773	-250,000	Liability	
545000	University Advancement	240035	500	Restr True Endowment Corpus	Scho/End-AT&T Greater Tx	32201	Nonexpend Net Postion Endow		2020	0	DL773	-200,000	Equity	Beginning Balance
545000	University Advancement	240034	500	Restr True Endowment Corpus	Scho/End-AIST Early College	32201	Nonexpend Net Postion Endow		2020	0	DL773	-150,000	Equity	Beginning Balance
545000	University Advancement	240002	500	Restr True Endowment Corpus	Scho/End-Remarcus West Sch	32201	Nonexpend Net Postion Endow		2020	0	DL773	-143,026	Equity	Beginning Balance
545000	University Advancement	200024	500	Restr True Endowment Corpus	DepOp/End-UNT Dallas Gen Fnd	32201	Nonexpend Net Postion Endow		2020	0	DL773	-120,000	Equity	Beginning Balance
545000	University Advancement	240776	500	Restr True Endowment Corpus	Scho/End-Owen End Scatp	10353	Repurchase		2020	3	DL773	-105,000	Asset	
545000	University Advancement	240003	500	Restr True Endowment Corpus	Scho/End-A&GB Ryan Lot	32201	Nonexpend Net Postion Endow		2020	0	DL773	-100,000	Equity	Beginning Balance
545000	University Advancement	240035	355	Restr True/Term Endow Apprec	Scho/End-AT&T Greater Tx	32203	Expend Net Postion Endow		2020	0	DL773	-64,913.44	Equity	Beginning Balance
545000	University Advancement	240034	355	Restr True/Term Endow Apprec	Scho/End-AIST Early College	32203	Expend Net Postion Endow		2020	0	DL773	-57,021.69	Equity	Beginning Balance
545000	University Advancement	200024	355	Restr True/Term Endow Apprec	DepOp/End-UNT Dallas Gen Fnd	32203	Expend Net Postion Endow		2020	0	DL773	-54,671.9	Equity	Beginning Balance

- The rows will display information regarding the Donor Letters_Primary: Department, Department Description, Fund, Fund Category, Fun Category Description, Account, Account Description, Program, Fiscal Year, Account Period, Budget Unit, Monetary Amount, Account Type Description, and Category.

DRILL-THROUGH OPTIONS

Drill-through options are not available for this report

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.

C9000 - Suspense and Clearing	D9100 - Expense Clearing	91003 - Undistributed P-Card Exp	649.25	649.25
		91005 - Undistributed Trav CC Exp	0.00	0.00
		Total	649.25	649.25
	Total		649.25	649.25
Total			34,170,371.53	34,170,371.53
Total			0	0

Sep 29, 2021 1 12:03:59 PM
 < Top ↑ Page up ↓ Page down > Bottom

Report - Total

↑ Top ↑ Page up ↓ Page down ↓ Bottom

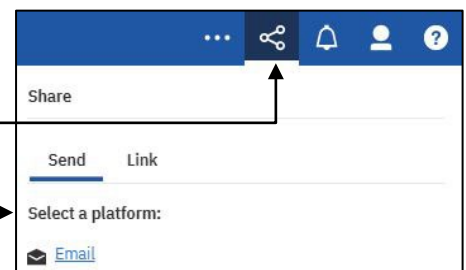
Exporting Your Report Results

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

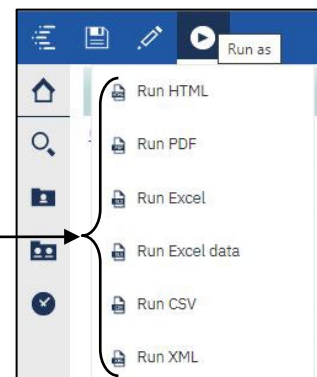
Click the “Share” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “Email”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



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).