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## Important Notes to Using & Reviewing Your Results

#### • Notes

#### o Data Population

This report is populated with data from the PS\_Ledger\_KK. The Current Budget, Encumbrance, and Pre-Encumbrance amounts will appear on the KK account row while the Actuals amount will appear on a different row with a GL account corresponding to the KK account.

#### • 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.

This report is in Cognos version 10 which includes copy and paste feature that was removed in Cognos version 11.

### Locate Report

- 1. From the Budget & Planning <u>Reporting Page</u>, locate "FIN002 – Budget Overview with GL Details"
- 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

 Select your parameter choices. (Only the Budget Period is required).

Business Unit	Default will pull "All Units" or you may use the <b>Dropdown</b> to select one particular unit by which to filter the report.
Department Manager	You can <b>Search</b> by either the DeptID, Dept Descriptions or if you know the manager, you may type here and search. For further search features, click the <b>Options Link</b> to expand additional search methods. Your results appear in the left box. <b>Highlight</b> any or all results and click the <b>Insert Button</b> to include as your filter choice here. *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.
Department Tree Selection Options	You can select a department tree option that meets your needs.
Project ID/Description or Manager Name	You can <b>Search</b> by either the Project ID, Project Descriptions or if you know the manager, you may type here and search. For further search features, click the <b>Options Link</b> to expand
2	Back to Table of Contents

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FIN002 - Budget Over report reflects Budget Overvleys, also known as Commitment Canton, from PeopleCort the report to view Beoreaved Project Data. (I and commended to use the Project Summ	rview with GL Details BIG. This is the official report for the University of North Taxas System and its components. any Report. Thysic have executions reporting this report, be sure to consult your load Sponsored Projects Of
In general, Cognos reports are sourced from the Data mart, which is reheat	
Please Select Pa	rameters Below:
Business Unit	All Budness Units 🗸
Department or Manager * exclusive Department or Manager Prover the operation of the second of the se	Arente Areantina and Areantina a Areantina and Areantina a
	Einin with any of these hayer of
Department Tree Selection Options	Copyrinest Twe CaseAfrica Prantyls     Expandence Department Twe     Mericana Semin Departments (only E1 and C1)     Enter Department by Lever     Department B
Project ID/Description or Manager Name Neuroimpur maai tere o Prover tere see and tere to Statement of Neuroimpur N	Anoth Concentration (Concentration)
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Account Type	Reania Conserve Sense of Descent of Redgetry
KK Group	Non-Budgetery     Non-Budgetery     Non-Budgetery     Bonscreed Projects     Bonscreed Projects

	additional search methods. Your results appear in the left box. <b>Highlight</b> any or all results and click the <b>Insert Button</b> to include as your filter choice here. *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.
Account Type	Default <b>unchecked</b> will allow for both. You do not need to click "Select All" to do so. Otherwise, choose to <b>limit</b> the report results to Revenue or Expense by <b>checking</b> the appropriate boxes.
KK Group	Default for this report is set to <b>Budgetary</b> , <b>Non-Budgetary</b> , <b>and Non-Sponsored Projects.</b> Otherwise, choose desired KK Group by <b>checking</b> the appropriate boxes as needed to focus and limit viewing results.
Ledger	If you know a particular ledger you would like to filter by, <b>enter</b> here.
Budget Period	The budget year automatically fills with the current operating year and you may override if you prefer by <b>typing</b> in the 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 CategoryYou can either enter a Fund Cat within this box or paste.Several numbers may be entered here but each one must be<br/>on its own line to filter correctly. When you are ready, click<br/>the Insert Button. All items you have typed/pasted in to the

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Fundbox will move to the Choices Box.FundIf you know a particular Fund you would like to filter by, enter here.FunctionIf you know a particular Function you would like to filter by, enter here.DepartmentIf 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 Choices Box.AccountIf you know a particular Account you would like to filter by, enter here.
FunctionIf you know a particular Function you would like to filter by, enter here.DepartmentIf 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 Choices Box.AccountIf you know a particular Account you would like to filter by,
DepartmentIf 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 Choices Box.AccountIf you know a particular Account you would like to filter by,
<ul> <li>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 Choices Box.</li> <li>Account If you know a particular Account you would like to filter by,</li> </ul>
ProjectIf 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 Choices Box.
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, <b>enter</b> here.
Program If you know a particular Program you would like to filter by, enter here.
Purpose If you know a particular Purpose you would like to filter by, enter here.
Site If you know a particular Site you would like to filter by, enter here.

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.

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.

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

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**Budget Overview with GL Details** 

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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**

- Results are grouped by Departments and indicated by the Underlined Title Bar.
- Fiscal Budget items appear first in the reporting structure groupings. Departmental contributions to particular Projects appear next.
- Budget Accounts will duplicate IF the budget for that account is spread across more than one Function.
- The Light Green Bars indicate groupings of lower level hierarchy Budget Account Trees. The Dark ' Green Bars indicate the rollup level hierarchy Budget Account Trees.
- Notice that though the line is the same, the GL Data item populates on it's own row underneath the row where the budget itself may be created.



Back to Table of Contents

Negative amounts will be shown in red.

#### DRILL-THROUGH OPTIONS

 Clicking on any of the underlined dollar amounts will drillthrough to the "FIN003 – Transaction Detail Report" to view the detailed transactional line that makes up the chosen amount.

		gory: 105 - Educa	our les la cierrer le	1010.00001-0		
Account	Function	Ourrent Budget	Actuals	Encumbrance	Pre- Encumbrance	Balance
Expense						
50143 - Salaries-Staff	550 - Institutional Support	0.00	54,675,61	0.00	0.00	(54,675.61
D5014 - Salaries -Staff	550 - Institutional Support	58,208,15	000	40.741.32	0.00	17,467.03
	D5014 - Salaries -Staff	58,208.15	54,675.61	40,741.12	0.00	(37,208.58
D5031 - Wages	550 - Institutional Support	0.00	0.00	0.00	0.00	0.00
	D5031 - Wages	0.00	0.00	0.00	0.00	0.00
50401 - Longevity Pay	550 - Institutional Support	0.00	340.00	0.00	0.00	(340.00
	D5040 - Supplemental Pay	0.00	340.00	0.00	0.00	(340.00
D5050 - Payroll Related Costs	550 - Institutional Support	16,480.58	000	0.00	0.00	16,480.58
	D5050 - Payroll Related Costs	16,480,58	000	0.00	0.00	16,480,58
	B5001 - Personnel Costs	74,888,73	55,015,61	40.741.12	0.00	(21.068.00
	Expense - Total	74,688.73	55,015.61	40,741.12	0.00	(21,068.00
	Net Total	(74,688,73)	(55.015.65)	40,741.12	0.00	(21.058.00

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Transactio	on Details	(Actuals)

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	26.0	0	87712	130	Audiay	810008	Autory Gas	708	Autility Crimpeter	423430	Audinty Services Geo					04218 Restrikt	62115	Earthia Spice Labor	lana sa				985	UNIT Roat Office	643	2 114 83	8.00	4
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51.5	3876	8	#1/52	282	Designated Operation Operator	55×1	Occubion in Observation and	208	Anders Driveneous	нах	Anitay Services Car					04218 - 10.6545	(21b)	NAME OF	10.040						1.03	17 B 2 10	**	
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91.9	38.0	5	87752	290	Designated Operating- Constat	51533	Distriction Obstationery	708	Andes Dritsters		Author Scritton Gan					D4218 - Rcelab	Q115	Tertida- Spieco- Locale	Scone				155	Signar Cal No.oc	603	125.00	8.90	
915	2810	6	HT752	292	Designated Operating- Denard	\$1533	Departmental Discretionary	708	Audiey Drasprace	45302	Apdury Service- Gan					04218 - Romala	42115	Rotkub- Space- Lease	Rearies				1290	Zela Toa Alpha Hauan	603	(1.226.71)	8.90	
915	21.0	5	187752	120	Audley	810008	Audur- Ger	708	Audley Driegenes	153630	Apdiay Service Gen					04218 - Rewala	42115	Rankub- Spaca- Lease	Sevena a				1285	UNIT Post Office	683	1 604 90	8.00	-
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# <u>Cognos Report</u> <u>Functionalities</u>

#### 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 the <u>Run Report and Down Load section</u> 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 <u>Error Results section</u> below for more information or to troubleshoot.)
- Use the **"Page Down" Link** at the bottom left to see additional pages (if any).



Fund Category Level A:	Fund Category Level B:
Fund Cat A All	<ul> <li>B40 - Sponsored Projects-Rest</li> </ul>
A30 - Restricted Expendable	B40 - Sponsored Projects-Restr
A30 - Restricted Expendable	B40 - Sponsored Projects-Restr

k	Jan 10, 2018	"/report[@name="Funk 1 of ?
e up	▼ Page down ≚ Bottom	

Page | 7

#### **IN REPORT FILTERING & CONTROLS**

first page.

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You can clear any originally selected Filters by returning to the Prompt Pages from within the Report you are currently viewing (without starting over). To do so, click on the "Run as" button in the upper left hand toolbar of your screen.

# **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 DOWN LOAD OPTIONS**

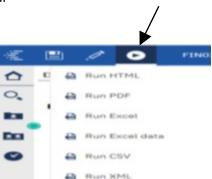
Click the "Run as" button (white circle) on the upper left hand of the toolbar on your screen to see selections for running or exporting your results:

- HTML .
- PDF •
- Excel
- Excel Data .
- CSV
- XML
- Reset prompts and run

# **Error Results**

## **Frror Results**

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



Reset prompts and run



## UNT | SYSTEM<sup>T</sup> FIN002 – Budget Overview with GL Details Report (Copy & Paste) 2002

*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 the **"Run as"** button on the upper left of the toolbar on your screen.



## 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 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:

Click "bottom" at the bottom left of this page to view the Parameter Page.
Review the values to look for incorrect or missing values
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.
If you are unable to resolve the issue, please contact your local Budget Office for assistance.

The amount you clicked on was = 0