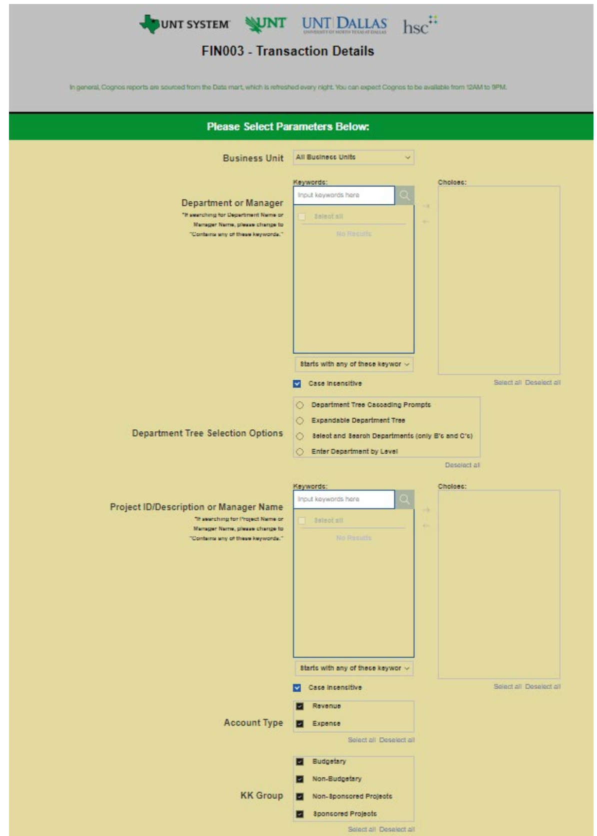
UNT | SYSTEM

Guide
FIN003 – Transaction Details Report 2022

Important Notes to Using & Reviewing Your Results

- ## Notes
  - **Data Population**
    This report is populated with the Pre 9.2 (PS_ Ledger_KK) data and PS_KK_Activity_Log transactions.
  - **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 Posted & Pending**
    Actuals are from approved and posted transactions.

Locate Report



1. From the Budget & Planning **Reporting Page**, locate "Transaction 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

1. Select your parameter choices.
   (Only the Viewing Selection of Zero Values is required).

Business Unit	Default will pull "All Units" or you may use the **Dropdown** to select one particular unit by which to filter the report.
Department Manager	You can **Search** by either the DeptID, Dept Descriptions or if you know the manager, you may type here and search. For further search features, click the **Options Link** to expand additional search methods. Your results appear in the left box. **Highlight** any or all results and click the **Insert Button** 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	You can select a department tree option that meets your needs.

Project ID/Description or Manager Name	You can **Search** 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 **Options Link** to expand additional search methods. Your results appear in the left box **Highlight** any or all results and click the **Insert Button** 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 is set to pull both account types. You do not need to click "Select All" to do so. Otherwise, choose to **limit** the report results to Revenue or Expense by **unchecking** the appropriate box not needed.
KK Group	Default for this report is set to **Budgetary**, **Non-Budgetary, Non-Sponsored Projects and Sponsored Projects.** Otherwise, choose to **limit** your selection by **unchecking** the appropriate boxes not needed to focus and limit viewing results.
Ledger	If you know a particular Ledger you would like to filter by, **enter** here.
Accounting Period	Selecting none will give you all available periods. Otherwise, use the **Check Box** to select individual periods.
Thru Accounting Period	This will allow data retrieval thru a particular period entered
Transaction Type	The Dropdown allows for filtering by a single **Amount Type**.
Viewing Selections	The **Zero Values Dropdown** will limit the view to only displaying items where the net of you above filtered selections equal zero. The **Detail Level Dropdown** will display the final output in either an abbreviated version, or in the full version including descriptor fields and additional information about the lines. The **Sort Order Dropdown** controls the overall view output. This can be changed again once within the report.
Find This Amount	If you know an amount you would like to filter by, please enter here.

Budget Period	The budget year automatically fills with the current operating year and you may override if you prefer by **typing** 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 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 in to the box will move to the **Choices Box**.
Fund	If you know a particular Fund you would like to filter by, **enter** here.
Function	If you know a particular Function you would like to filter by, **enter** here.
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 **Choices Box**.
Account	If you know a particular Account you would like to filter by, **enter** here.
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 **Choices 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.
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.

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.*

Detailed Filters – Additional Transaction Specific Filters / Page 4

7. 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

Wildcard Prompts	The following prompts will return items "like" the text entered here. (Requisition/Purchase

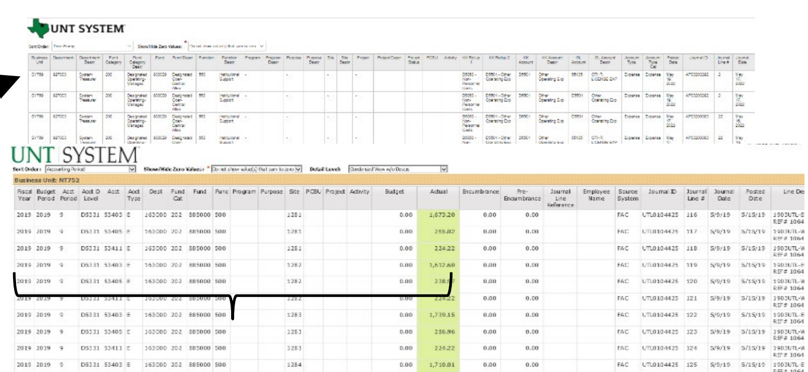
	Order/Voucher/Invoice/Journal ID/Journal Line Reference/Journal Line Description.
Vendor	You can **Search** by either the Vendor ID or Vendor Name. For further search features, click the **Options Link** to expand additional search methods. Your results appear in the left box. **Highlight** any or all results and click the **Insert Button** 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.*
Budget Entry Type	If you know a particular Budget Entry Type you would like to filter by, **make your selection** here.
Exclude Journals	If you know a particular Journal(s) you would like to filter by, **enter** here
GL Accounts	If you know a particular Fund you would like to filter by, **enter** here.
KK Rollup 1	If you'd like to filter for a range of account by its C-Level Account Rollup, **enter** here (Ex: C5251 – Travel)
KK Rollup 2	If you'd like to filter for a range of account by its D-Level Account Rollup, **enter** here
Amount Passed (informational only)	If you know an amount you would like to filter by, please enter here.
Fiscal Years	If you know a fiscal year or multiple fiscal years you would like to filter by, please make your selection here.

Report Results

Report Results

Report Features

1. Results are grouped only by **Business Unit**.
2. Views:
   In the **Detailed View** the Transaction Details will list out with the corresponding Chartstring Descriptions and Employee Email where applicable.



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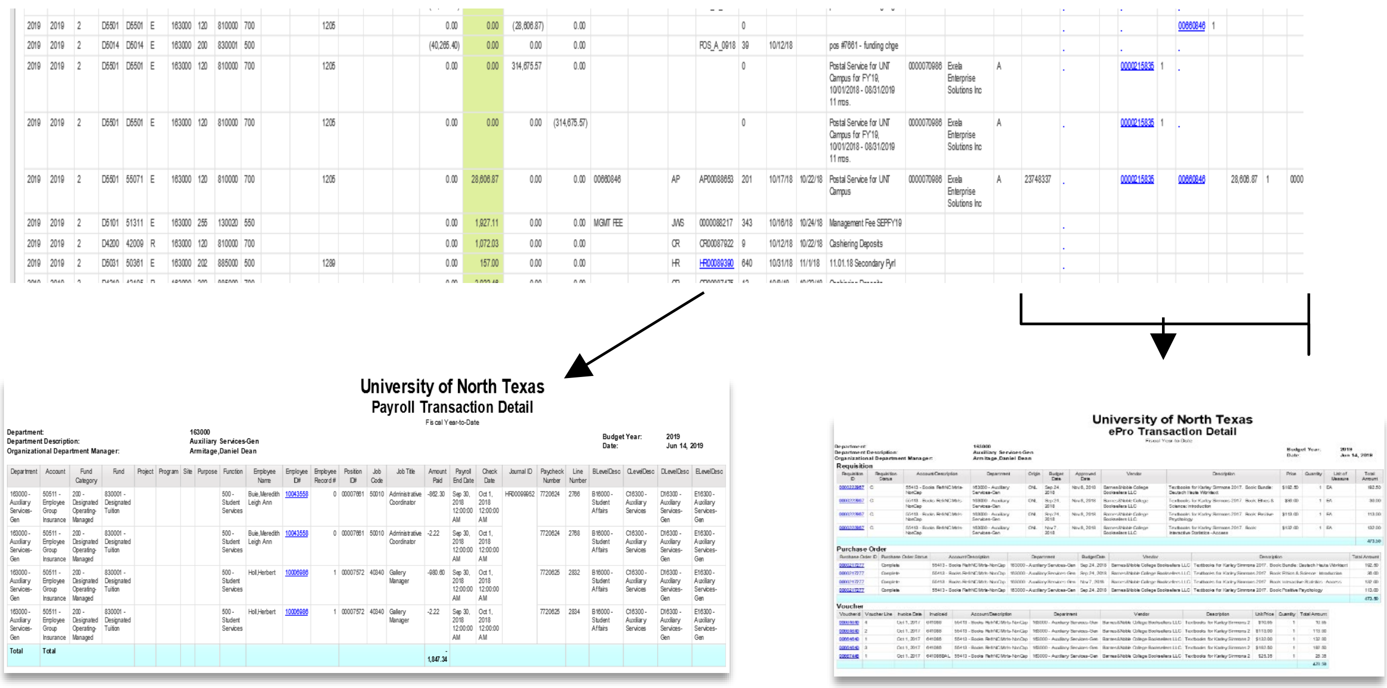
The **Condensed View** drops the extra fields for a focused view of strings and pertinent information associated with the string.

3. The Viewing Dropdowns at the top will automatically repopulate the report.

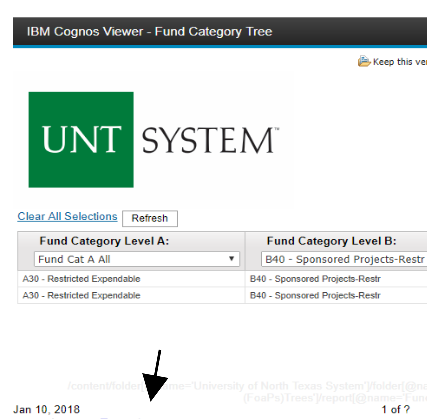
Drill-Through Options



4. **Clicking** on Journal IDs that are underlined will drill directly through to the "Payroll Transaction Detail".
   a. **note 1: This is drilling to a report that resides on the old Blackboard Data System.*
   b. **note 2: From the Payroll Transaction Detail report, there are further drill downs by the Employee ID.*

5. **Clicking** on any of the underlined IDs within the Requisition / Purchase Order / Voucher will drill to the "ePro Transaction Detail" to view the detailed transactional line(s) that makes up the chosen amount.

Cognos Report Functionalities



Layout Overview

6. 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.
7. 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 Export XLS directions below.)*

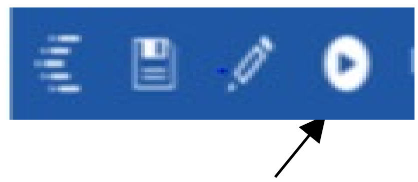
8. If there is an error in your request or no results can be produced, you get a return message showing the parameters you chose that produced these results. *(See the Error Results section below for more information or to troubleshoot.)*

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

10. 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.

In Report Filtering & Controls

- 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 on the upper left hand of the toolbar of your screen.



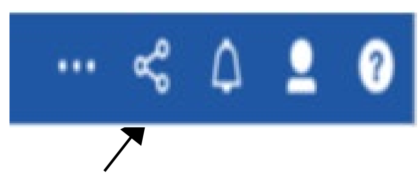
Exporting Your Report Results

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

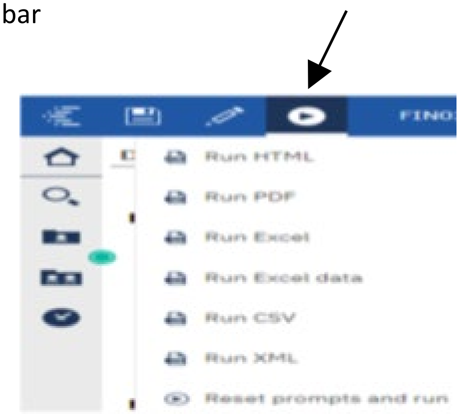
Click the **"Share"** symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select **"Email".** Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



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

Run Report Error

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

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 hand 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.