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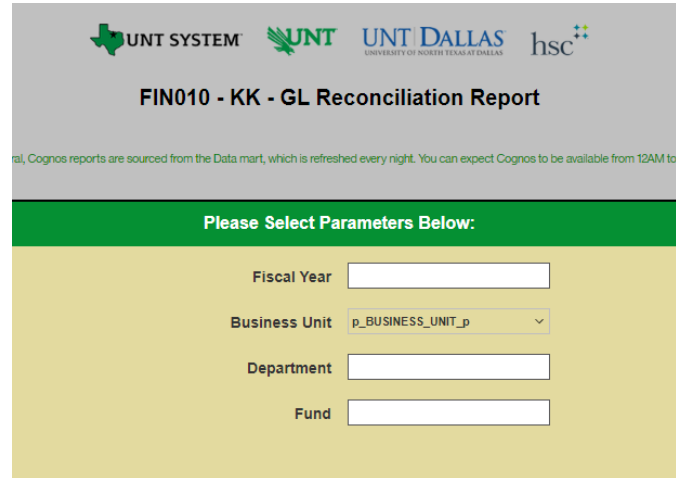
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Important Notes to Using & Reviewing Your Results

- **Notes**
 - **Data Population**
This report is populated from the KK Ledger
 - **Items without a Budgeted Amount**
All budget types will print to the report regardless of the corresponding Budget Types possessing a dollar amount or zero entry.

Locate Report

1. From the Budget & Planning [Reporting Page](#), locate “FIN004 – ePro Transaction Detail”
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.

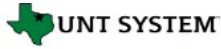
REPORT FOCUS FILTERS / PAGE 1

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

<i>Business Unit</i>	Default will pull “All Units” or you may use the Dropdown to select one particular unit by which to filter the report.
<i>Requisition ID</i>	If you know a Requisition ID you would like to filter by, please enter here.
<i>Purchase Order ID</i>	If you know a Purchase Order ID you would like to filter by, please enter here.
<i>Voucher ID</i>	If you know a Voucher ID you would like to filter by, please enter here.
<i>Department</i>	If you know a department you would like to filter by, please enter here.

2. If you are satisfied with your choices and do not need to engage Detailed Filters, click the **Finish Button**.

Report Results



ePro Transaction Detail

Department: 952000
 Department Description: Sys Fac Dev-Gen
 Organizational Department Manager: Maruszewski,Steven Mark

Business Unit: SY789
 Budget Year: 2019
 Date: Jun 3, 2022

Requisition

Requisition ID	Req Line	Account	Department	Vendor	Description	Req Status	Origin	Budget Date	Approval Date	Unit Price	Quantity	Unit of Measure	Total Amount
<u>00000270</u>	1	55301 - Materials & Supplies Exp	922000 - BSC Administrative Services	Smith,Rachel Wilder	Test Item	Complete	ONL	Feb 26, 2016	Feb 28, 2016	\$1.00	1	EA	\$1.00
<u>00000250</u>	1	55301 - Materials & Supplies Exp	922000 - BSC Administrative Services		Test Item	Complete	ONL	Feb 26, 2016	Feb 28, 2016	\$1.00	1	EA	\$1.00
<u>00000271</u>	1	55201 - Other Operating Exp	920100 - Chancellor's Office	Strategic Leadership Development Int'l H	Coaching Engagement conducted by Mike Armour	Complete	ONL	Mar 1, 2016	Mar 3, 2016	\$1,950.00	1	EA	\$1,950.00
<u>00000291</u>	2	55201 - Other Operating Exp	920100 - Chancellor's Office	Strategic Leadership Development Int'l H	Executive Coaching Engagement	Complete	ONL	Mar 1, 2016	Mar 3, 2016	\$2,600.00	1	EA	\$2,600.00
<u>00000271</u>	3	55201 - Other Operating Exp	920100 - Chancellor's Office	Strategic Leadership Development Int'l H	Strategic Leadership Development	Complete	ONL	Mar 1, 2016	Mar 3, 2016	\$1,950.00	1	EA	\$1,950.00
<u>00000272</u>	1	55201 - Other Operating Exp	925000 - Finance & Admin-Gen	Mayor's Intern-Fellows Fund	2016 Mayor's Intern-Fellows Program Fee and Luncheon Table Sponsorship	Complete	ONL	Mar 2, 2016	Mar 19, 2016	\$2,000.00	1	EA	\$2,000.00
<u>00000292</u>	1	55101 - Professional Fees & Svc	930000 - Gen Counsel	Norton Rose Fulbright US LLP	Legal services	Approved	ONL	Mar 2, 2016	Mar 4, 2016	\$750.00	1	EA	\$750.00
<u>00000271</u>	1	55701 - Capital Expense	950000 - Sys Fac Construction-Gen	Wilson Office Interiors	HUMMINGBIRD M/Flex Monitor Arm for Joyce Courtney & installation	Complete	ONL	Mar 2, 2016		\$386.97	1	EA	\$386.97
<u>00000292</u>	1	55301 - Professional Fees & Svc	930000 - Gen Counsel	Jackson Lewis PC	Legal services	Complete	ONL	Mar 3, 2016	Jun 22, 2016	\$2,825.00	1	EA	\$2,825.00
<u>00000270</u>	1	55200 - Rental Exp-Non-Cap	912500 - Finance & Admin-Gen	Ricoh USA	Mar 1,2016 to August 31, 2016	Complete	ONL	Mar 3, 2016	Mar 4, 2016	\$661.00	1	EA	\$661.00

Report Results

REPORT FEATURES

- Department, department description, and department manager on the upper left corner of the report
- Business Unit, budget year, and date on the upper right corner

DRILL-THROUGH OPTIONS

- Clicking on the underlined Requisition number will take you to the [FIN005b – Requisitions \(Search by Req\)](#) Report



Requisitions (Search By Req)

Requisition: SY789 - 0000007270 (Complete)	Vendor: Smith,Rachel Wilder (0000011760)	Requisition Total: \$1.00
Change Status: Unchanged Seq: 0	Budget Header Status: Valid	Budget Checked? Y
Requestor: E92200	Entered By: Atkins,Mary Katherine (mki0001) on Feb 28, 2016	Approval Date: Feb 28, 2016

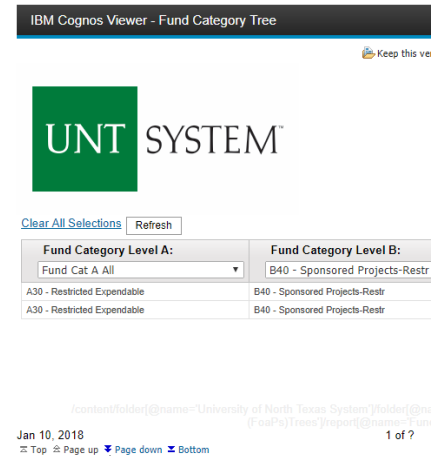
Line Num	Line Description	Quantity	Unit of Measure	Current Status	Chng Seq	Line Amount
1	Test Item	1	EA	Closed	0	\$1.00

Dist Line Num	Location	Account	Alt Account	Department	Fund Category	Fund	Function	Project	PC Bus Unit	Activity	Program	Purpose	Site	Budget Date	Buyer	Quantity	Line Amount
1	BSCA 400	53001	7300	922000	200	830001	550							Feb 28, 2016		1.00	\$1.00
Line Total																1.00	\$1.00

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 the [Export XLS directions](#) 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.



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 on 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

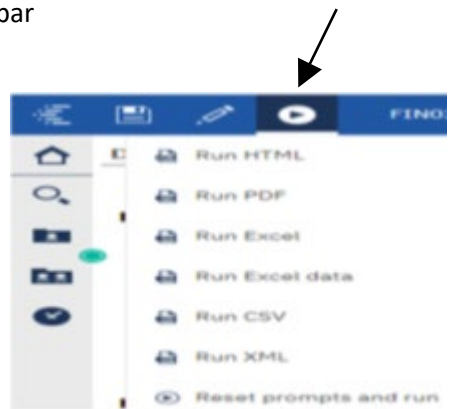
Click the **“Share”** symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select **“Email”**. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



EXCEL DATA XLS

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.

