UNT|SYSTEM

## Important Notes to Using & Reviewing Your Results

- Notes

  - **Data Population**
    This report is populated with data from the FINANCE – 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

"FIN005b – Requisitions (Search By Req)"

2. Login to IBM Cognos to run the report.
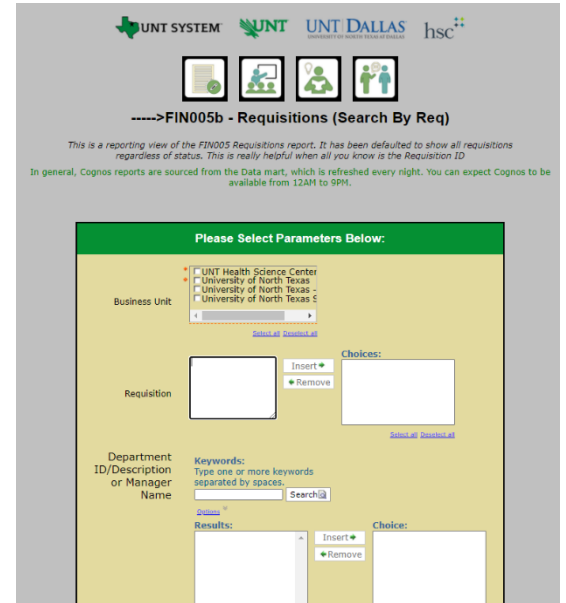
Report Setup- Prompt Pages

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).

Business Unit	Default will pull "All Units" or you may select one particular unit by which to filter the report.
Requisition	If you know a particular Requisition you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Choices Box**.
DepartmentID/ Description or Manager Name	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.*

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.*
Entered Days Back	You may use this prompt to filter your data to a certain number of days back from the current date (i.e. 9999 days back)

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.

Requestor	You can **Search** by Requestor. You may type here and search. 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 into the box will move to the **Choices Box**.
Entered By	You can **Search** by Name. You may type here and search. 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 into the box will move to the **Choices Box**.
Vendor Lookup	You can **Search** by Vendor. You may type here and search. 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 into the box will move to the **Choices Box**.

Requisition Status	Default will pull "Open – A requisition that has not been submitted to approval workflow" or you may select one or multiple options by which to filter the report.
Budget Checked	Default will pull "Yes" or you may select "No" to filter the report.
Budget Header Status	Default will pull "Valid" or you may select one or multiple options by which to filter the report.
Change Status	Default will pull "All" or you may select "Changed" or "Unchanged" to filter the report.

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 INCLUSIONS / 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.*

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 into the box will move to the **Choices Box**.
Fund	If you know a particular Fund you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Choices Box**.
Function	If you know a particular Function you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Choiecs Box**.
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. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Choices Box**.
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	I If you know a particular Activity you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Choices Box**.
Program	If you know a particular Program you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Choices Box**.
Purpose	If you know a particular Purpose you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Choices Box**.
Site	If you know a particular Site you would like to filter by, **enter** here. When you are ready, **click** the **Insert Button**. All items you have typed/pasted into the box will move to the **Choices Box**.

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**.

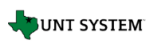## Detailed Filters – Chartstring Exclusions / Page 4

6. 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.

7. 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 FEATURES

- The report will show requisition information such as vendor, requester, budget checked, total, and line information
- Requisition Info at the top shows a requisition's overall information
- Line info at the bottom will show all the lines relevant to the requisition and the information with it

DRILL-THROUGH OPTIONS

- There is no drill-through functionality

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.

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
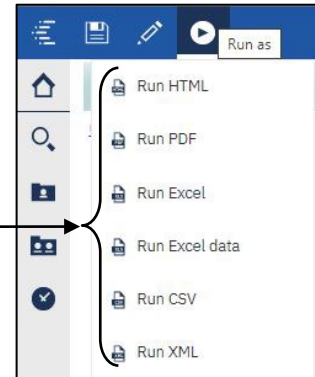
Error Results

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