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Important Notes to Using & Reviewing Your Results

- Notes
 - Data Population
 This report is populated with data from the PS_Ledger_KK, PS_KK_Activity_Log, and Pre 92
 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 Post & Pending Actuals are from approved and posted transactions.

Locate Report

- 1. From the Budget & Planning <u>Reporting Page</u>, locate "FIN0017 Balance by Chartstring"
- 2. Login to IBM Cognos to run the report.

Report Setup- Prompt

<u>Pages</u>

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).

	Legacy FIN017 - Balar Legacy FIN017 - Balar Market Restrict Restriction In general, Cagnon resorts are sourced from the Data mark, which is reference	ou and saling this report to view Sponsored Project Carlo, & is recommended feature. If Survey Spont It every right. You can expect Cognos to be available from 12AH to SPH.
	Please Select Para	meters Below:
	Busines Unit	El Bolen Dels
	Department	Type one or more keywords expanded by espece. Searching
		Sealar: Dear+0 Cheice: • Sense: • Sense:
	Quick Project	
	Project ID/Gescription	Keysence: The loss or nor nor keysends Start ** Realther: Exert ** **Serrors Start ** **Serrors ** **Serrors ** **Serrors ** **Serrors ** ** ** ** ** ** ** ** ** *
	Account Type	P Expense P Revenue <u>Med of Envirol of</u>
	88 Блыр	9 Budgatany (P Non-Sudgatany (P Non-Sudgatany (P Sponsord Projects (P Sponsord Projects (P Sponsord Projects)
	Budget Renad	
	Click here to be included in communication re-	garding reporting of Finance in Cognos
ו	Cancel Fre	ah Nazt×

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	You can Search by either the DeptID. 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.
Quick Project	If you know a particular Project you would like to filter by, enter here.
Project ID	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 will select both Expense and Revenue account type. You may uncheck the one you would like to be excluded.
KK Group	Default unchecked will allow for all. You do not need to click "Select All" to do so. Otherwise, choose to limit it to Budget Group type by checking the appropriate boxes to focus and limit viewing results. The budget year automatically fills with the current operating year and you may override if you prefer by typing in the box.
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
3	Back to Table of Contents

	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.
Exclude Fund	If there is a particular Fund you do not want to intermingle in your views, you may enter it here. <i>(Only one may be</i> <i>entered)</i> .

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.*

Report Results

Report Results

REPORT FEATURES

- Results are grouped on by _____
 Business Unit.
- The Business Unit appears first in the reporting structure followed by the department number, chartstrings and balance.

BURINESS_UNIT	DEPARTMENT	DEPT_DESC	FUND_CATEGORY	FUND_CATEGORY_DESC	FUND	FUND_DESC	PROGRAM	PROGRAM_DESC	PURPOSE	PURPOSE_DESC	SUF	ZUE_DESC	PHDJECT	PROJECT_DESC	Balance
NT7 52	122100	Military Science	105	Educational & General	805001	State Approp-BSA									-79.97
NT7 52		Military Science	105	Educational & General	80 50 10	State Approp-OASI									-281.34
NT7 52	122100	Military Science	105	Educational & General	80 50 12	State Approp-TRS									-253.46
NT7 52	122100	Military Science	105	Educational & General	80 50 13	State Approp-GRP INS									-624.82
NT7 52	122100	Military Science	200	Designated Operating- Managed	830001	Designated Tultion									5,509.24
NT7 52	122100	Military Science	200	Designated Operating- Managed	830001	Designated Tultion			10219	Computer Replacement					1,145.49
Overali - Total															5,415.14

DRILL-THROUGH OPTIONS

- Clicking on the Balance Amount will drill directly through to the this report "FIN001 – Budget Overview"
- Clicking on any of the Underline dollar amounts will drill-through to the "FIN003 – Transaction Detail Report" to view the detailed transactional line that makes up the chosen amount.

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tere for all transactions that make up this report styles; Actuals to Date v Show/Hide Zeen Values: * Do not show valueful that sum to revo.

Actuals View:	Actuals to Date	~	Show/Hide Zero Values:	Do not show value(s) that sum to zero	~
2		1000			

Account	Function	Current Budget	Actuals	Encumbrance	Pre- Encumbrance	Balance
Expense						
D5014 - Salaries -Staff	550 - Institutional Support	58,20815	64,860,89	30,555.84	0.00	(37,208.58
D5040 - Supplemental Pay	550 - Institutional Support	0.00	400.00	0.00	0.00	(400.00)
D5050 - Payroll Related Costs	550 - Institutional Support	16.480.58	0.00	0.00	0.00	16.480.58
	B5001 - Personnel Costs	74.688.73	65,260,89	30.555.84	0.00	(21.128.00)
	Expense - Total	74.688.73	65.260.89	30.555.84	0.00	(21.128.00)
	Net Total	(74.688.73)	(65.260.89)	30.555.84	0.00	(21.128.00)
Report - Total		/74 699 795	(RE 060 60)	20 555 97	0.00	(01 100 00)

Budget Overview

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Sent Onder: Accounting Period V Shew Hale Amer Values: * Strow value(s) that aum to zero V United Lawel: Detailed View with Desce & Account Info

			Account DLavel	Acct		Account Type	OK1	Department Descr	Cet .	Rund Cat Descr	Rind	Rund Descr	Runction	Runction Descr	Rogram	Ragram Dascr	Ruppase	Rurgcae Descr	Sie	2a Descr	RODU	Priect	Poject Descr	Activity	Budget	Actual	Prountenance
2019	2019	9	CEO14 - Salarias -Carl	50143	Salarha- Salf	Digense	122100	Allary Science	105	Riucetonel & General	825001	Sister Accomp- ESA	100	Instruction- General											0.00	2,547.28	6.00
2019	2019	8	CEO14 - Selartes -Staff	50143	Salarias- Sal7	Rigense	122100	Mary Science	105	Révoltonal & General	825021	Sistia Accordo- BISA	100	instruction- General											6.00	1,647.28	0.00
2019	2019	7	C2014 - Selartes -Sal1	50143	Salarias- Sal?	Sigerae	122100	Mary Science	105	Ritucational & General	825021	Sinte Accorace BSA	100	instruction- General											0.00	1547.28	6.00
2019	2019	8	CEO14 - Selartes -Staff	50143	Salarias- Sal?	Digense	122100	Allary Science	105	Riucetonel & General	825021	Sinte Accordo- BISA	100	Instruction- General											0.00	2,547.28	6.00
2019	2019	5	CEO14 - Salaries -Sal1	50143	State- Saf	Digense	122100	Mary Science	105	Stucetonel & General	805001	Sistia Accorac- BSA	100	instruction- General											0.00	3,647.28	6.0
2019	2019	4	C2014 - Selaries -SalT	50143	Salarias- Salf	Sigerae	122100	Mary Szience	105	Educatorial & General	825021	Sistie Accoraci- ESA	100	instruction- General											0.00	1,547.28	0.0
219	2019	3	CS014 - Salartes -Sal1	50143	Salarias- Salif	Digense	122100	Albary Science	105	Blucatoral & General	805001	Sister Accorace BSA	100	instruction- General											600	3,647.28	0.0
219	2019	2	C2014 - Selartes -Staff	50143	Selarias- Sal?	Digerse	122100	Alitary Science	105	Rôucetonel & General	825021	Status Accoraci- BISA	100	Instruction- General											0.00	1551 79	0.0
910	2019	11	CEC14 - Selaries -Salf	50143	Selarias- Salf	Rigense	122100	Milary Science	105	Révoltonal & General	829021	Sistia Accorac- BISA	100	instruction- General											0.00	3,647,28	6.0
2019	2019	10	CS014 - Salaries -Sal7	50143	Salaries- Salf	Digense	122100	Mary Science	105	Riucetonel & General	805001	Sister Accorace ESA	100	instruction- General											6.00	3,647.28	0.0
2019	2019	1	CS014 - Selaries -Salf	50143	Selarias- Salf	Digense	122100	Allary Science	105	Rhuaitonal & General	825021	Sistia Accorac- BSA	100	haiructor- General											6.00	1,551.79	6.0
Ownel	I - I dal																								0.00	35,591.10	0.00

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 <u>Export XLS directions</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).
- 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.

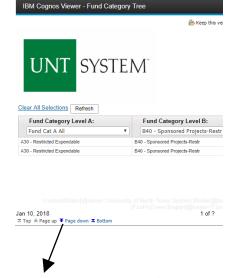
IN REPORT FILTERING & CONTROLS

• 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 in 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.



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.

	0	5
•	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	ς
	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	
-		1