

IMPORTANT NOTES TO USING & REVIEWING YOUR RESULTS 1

LOCATE REPORT 2

REPORT SETUP - PROMPT PAGES 2

 REPORT FOCUS FILTERS / PAGE 1 2

REPORT RESULTS 3

 REPORT FEATURES 3

 DRILL-THROUGH OPTIONS 3

 LAYOUT OVERVIEW 3

 IN REPORT FILTERING & CONTROLS 4

EXPORTING YOUR REPORT RESULTS..... 4

 EMAIL REPORT DIRECTLY 4

 RUN REPORT AND DOWN LOAD OPTIONS 4

 RUN REPORT ERROR 4

ERROR RESULTS 5

 DRILL-THROUGH MESSAGE OR ERROR..... 5

Important Notes to Using & Reviewing Your Results

- **Notes**
 - **Data Population**
This report is populated with data from the Budget and Finance for Cognos 11.
 - **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 “FIN022 – Concur Encumbrance Summary” report.
2. **Login** to IBM Cognos to run the report.

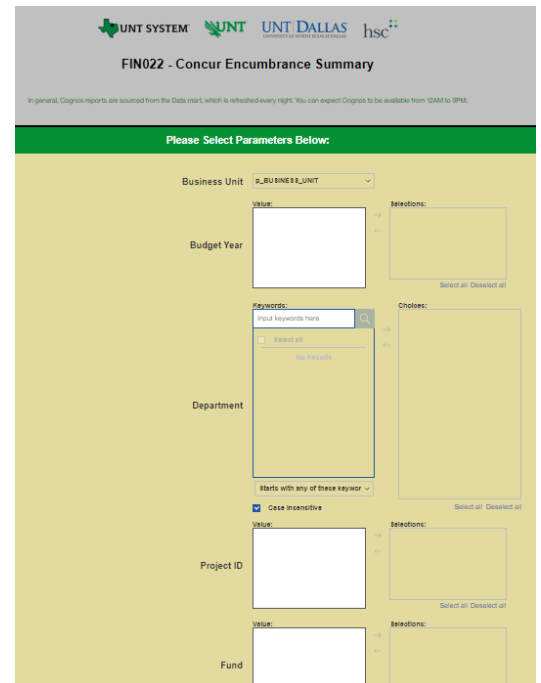
Report Setup- Prompt Pages

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

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>Budget Year</i>	Please enter a budget year to filter the report
<i>Department</i>	Please enter a Department number or multiple numbers and click search to filter the report. Click the arrow to bring each department to the right box before continuing with another department.
<i>Project ID</i>	Please enter a Project ID or multiple IDs and click search to filter the report. Click the arrow to bring each ProjectID to the right box before continuing with another ProjectID.

2. Click the **Finish Button**.

Report Results

Report Results

REPORT FEATURES

- On the first page, results are grouped by **Department**
- The results are more detailed and are grouped by **Department** and **RequestID**.
- Information such as **Request Date**, **Employee Name**, **Employee Status**, and **Amounts** can be found on the second page.

DRILL-THROUGH OPTIONS

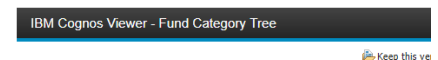
- **Clicking** on any of the underlined dollar amounts will drill-through to the “[FIN003 – Transaction Detail Report](#)” to view the detailed transactional line that makes up the chosen amount.

Department	Amount
121100 - Biological Sciences	15,274.69
141000 - University Library-Gen	8,090.15
Overall - Total	\$23,364.84

Department	Request ID	Request Date	Employee Name	Employee Status	Amount
121100 - Biological Sciences	3DLK	Sep 1, 2021			<u>564.80</u>
	3EGR	Oct 5, 2021			<u>328.80</u>
	3F34	Nov 3, 2021	Compson,Zacchaeus Greg	Active	<u>584.50</u>
	3FC6	Oct 27, 2021	Bucher,Morgan Jean	Active	<u>1,283.00</u>
	3FJ3	Nov 1, 2021			<u>403.85</u>
	3FKR	Nov 8, 2021	Bucher,Morgan Jean	Active	<u>1,975.50</u>
	3FKU	Nov 3, 2021	Compson,Zacchaeus Greg	Active	<u>1,945.50</u>
	3HEC	Nov 19, 2021	Bucher,Morgan Jean	Active	<u>442.50</u>
	3JPC	Jan 28, 2022	Dzialowski,Edward Michael	Active	<u>1,066.50</u>
	3JPE	Jan 28, 2022	Rippamonti,Jessica Denise	Active	<u>1,215.65</u>
	3JRW	Feb 2, 2022			<u>276.60</u>
	3K4D	Feb 2, 2022			<u>423.53</u>
	3KDD	Feb 11, 2022			<u>846.20</u>
	3KDF	Feb 11, 2022			<u>447.21</u>
	3KHA	Feb 11, 2022			<u>852.58</u>
3KUT	Feb 18, 2022			<u>1,006.30</u>	
3KWW	Feb 22, 2022			<u>883.84</u>	
3KXV	Feb 22, 2022			<u>727.83</u>	
121100 - Biological Sciences - Total					15,274.69
141000 - University Library-Gen	3C3U	Sep 1, 2021	Cleveland,Susannah Lyn	Active	<u>276.80</u>
	3CTQ	Sep 1, 2021	Bruxvoort,Diane Lea	Active	<u>296.80</u>
	3DLD	Feb 10, 2022	Mangum,Michael Jacob	Active	<u>696.73</u>
	3F4T	Oct 18, 2021	Mangum,Michael Jacob	Active	<u>648.21</u>
	3FLD	Nov 18, 2021	Bruxvoort,Diane Lea	Active	<u>843.30</u>
	3FLJ	Jan 24, 2022	Bruxvoort,Diane Lea	Active	<u>2,096.96</u>
	3HUN	Dec 10, 2021	Gellner,Megan E.	Active	<u>746.06</u>
	3HV9	Dec 10, 2021	Sylve,Joshua Caleb	Active	<u>350.90</u>
	3KFJ	Feb 10, 2022	Mangum,Michael Jacob	Active	<u>1,637.20</u>
	3KXQ	Feb 22, 2022			<u>497.19</u>
141000 - University Library-Gen - Total					8,090.15
Overall - Total					23,364.84

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.)*

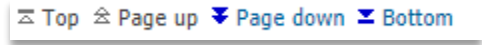


Fund Category Level A:	Fund Category Level B:
Fund Cat A All	B40 - Sponsored Projects-Restr
A30 - Restricted Expendable	B40 - Sponsored Projects-Restr
A30 - Restricted Expendable	B40 - Sponsored Projects-Restr

Jan 10, 2018
 ☰ Top ☰ Page up ▼ Page down ☒ Bottom 1 of 2



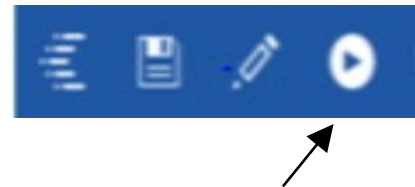
- Use the “Page Down” Link at the bottom left to see additional pages (if any).



- 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

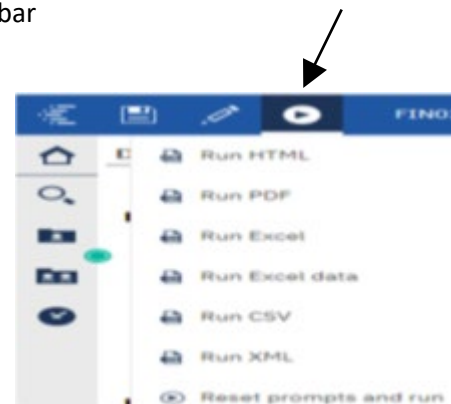
Click the “Share” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “Email”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



RUN REPORT AND DOWN LOAD OPTIONS

Click 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
- 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 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 message 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

