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 "FIN024 – Open PO Report"

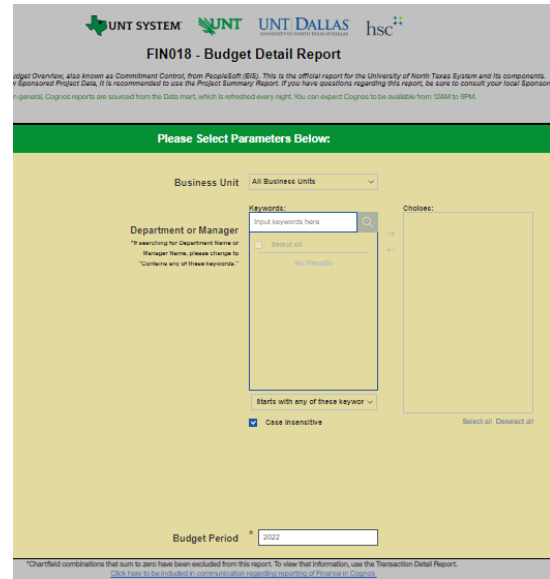2. **Login** to IBM Cognos to run the report.

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 / PAGE 1

1. Select your parameter choices. (No parameters within this report are 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 or Manager	You can **Search** by the DeptID or Manager 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 the Project ID/Description or Manager Name 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*

KK Group	Default will select both Budgetary and Non-Budgetary. You may uncheck or check other boxes to filter the report.
Purchase Order	If you know a Purchase Order you would like to filter by, enter it 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.

Report Results

Report Results

REPORT FEATURES

- Department and Department Description are listed on the upper left corner of the page.
- When multiple departments are selected, the report total will reflect the total for all selected departments.

DRILL-THROUGH OPTIONS

- Clicking on any of the Purchase Order amounts will drill directly through to "FIN009 – Procure to Pay (P2P) Report".
- Clicking on any of the Voucher amounts will drill directly through to "FIN003 – Transaction Details (Actuals)"
- Clicking on PO Balance amounts will drill directly through to "FIN003 – Transaction Details (Encumbrances)"

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.
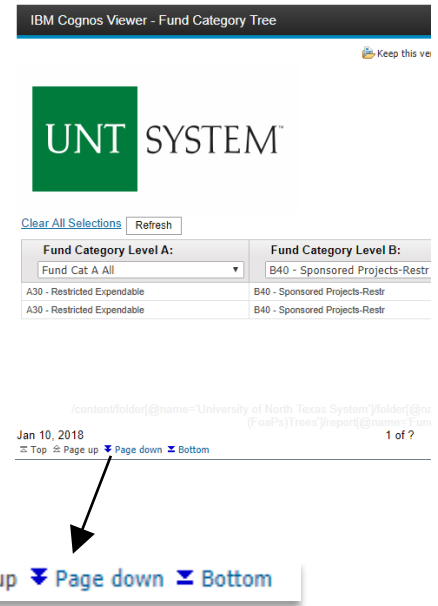
IN REPORT FILTERING & CONTROLS

- 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
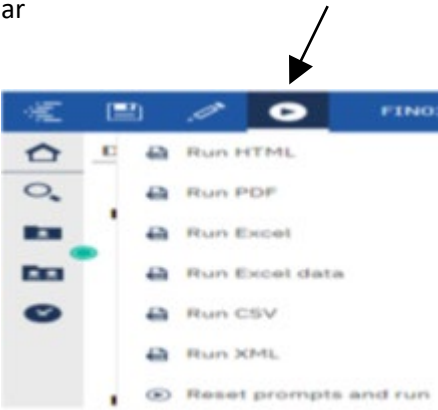
Error Results

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.

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