Important Notes to Using & Reviewing Your Results

- Notes

    o **Data Population**
    This report is populated with data from the Budget and Finance for Cognos 11 package.

    o **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.

    o **Actuals**
    Actuals are from approved and posted transactions.

Locate Report

1. From the Budget & Planning **Reporting Page**, locate

"FIN111 – G-C Project Ledger Balance"

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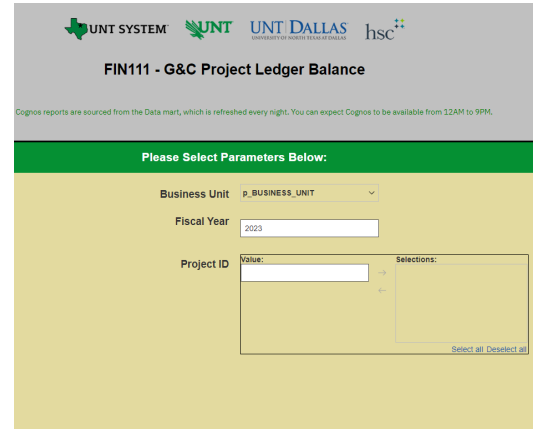
Report Setup- Prompt Pages

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.
Fiscal Year	If you know a particular Fiscal Year you would like to filter by, **enter** here.
Project ID	If you know a particular Project ID you would like to filter by, **enter** here. When you are ready, **click** the arrow to insert all items you have typed/pasted into the box to the **Selections Box**.

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

Report Results

Report Results

Project	Contract Number	College	College Desc	DeptID	Department	Sponsor
PS5115	GD0000054	C51300	Learning Commons	521200	Admissions-UG	Texas Higher Education Coordinating Boar
PP6101	GD0000001	C59999	General University-DAL	599998	Caruth Police Institute	DNU - Communities Foundation of Texas

Sponsor ID	Project Type	Contract Type	End Date	12500 Balance	12735 Balance	21503 Balance	20103 Balance
NTS000691	CST	GRANTS	08/31/2017			($2,893.90)	
NTS000616	PRIVT	SCH	08/31/2019			($18,964.37)	

REPORT FEATURES

- Report will be downloaded as an Excel file.
- The report will show a table with information such as Project, Contract Number, College, College Desc, DeptID, Department, Sponsor, SponsorID, Project Type, Contract Type, End Date, 12500 Balance, 12735 Balance, 21503 Balance, and 20103 Balance.

DRILL-THROUGH OPTIONS

- The report is currently offering no drill-through options.

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.
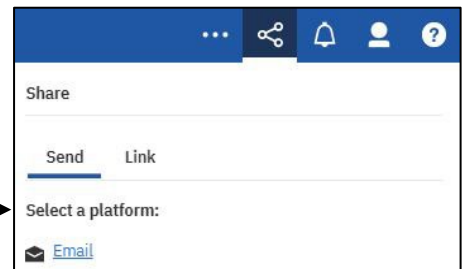
Exporting Your Report Results

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
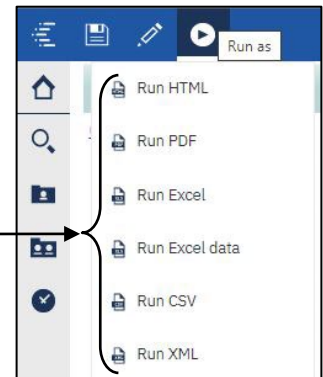
Error Results

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