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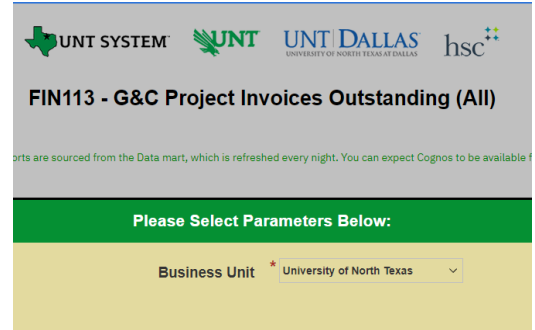
Important Notes to Using & Reviewing Your Results

- **Notes**
 - **Data Population**
This report is populated with data from the Budget and Finance for Cognos 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 “FIN113 – G-C Project Invoices Outstanding (All)”

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).

<i>Business Unit</i>	Default will pull “University of North Texas” or you may select one particular unit by which to filter the report.
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2. If you are satisfied with your choices and do not need to engage Detailed Filters, click the **Finish Button**.

Report Results

Report Results

College	College Desc	DeptID	Department	Billing Specialist	Project ID	Contract Number	Contract Type	Project End Date	Budget End Date	PI Name	Sponsor	Sponsor Number	Award Amount	Total Award Funded Amount	Expenditures	Received (After Maintenance)	Rollover	Cash Balance	0-30	31-60
C13000	College of Engineering	130330	Materials Science & Engineer	Nermin Zakhary	GF40047	GN16-0412	CRB	7/31/2022	2022-07-31	Du,Jincheng	The Ohio State University	NTS001425	695,119	695,119	698,787.19	-694,990.5		3,796.69		(\$8,622.06)
C13000	College of Engineering	130330	Materials Science & Engineer	Nermin Zakhary	GF40063	GN17-0149	CRB	12/31/2022	2022-12-31	Young,Marcus Lynn	Texas A&M Engineering Experiment Station	NTS001852	1,124,460	1,124,460	349,842.55	-341,797.36		8,045.19	\$7,659.18	
C12400	College of Science	121100	Biological Sciences	Nermin Zakhary	GF40068	GN16-0618	CRB	12/30/2022	2020-09-30	Dixon,Richard Arthur	UT-Battelle, LLC	NTS001637	6,512,949	6,512,949	2,035,661.23	-1,864,043.63		171,617.6		\$20,526.22
C12400	College of Science	121100	Biological Sciences	Nermin Zakhary	GF40090	GN18-0215	CRB	11/30/2022	2022-11-30	Alonso,Ana Paula	The Ohio State University	NTS001425	614,775	614,775	528,218.31	-521,296.6		6,921.71		(\$460.41)
C12400	College of	122300	Physics	Nermin	GF40104	GN18-0476	CRB	9/14/2022	2022-	Buongiorno	University of	NTS001021	450,000	450,000	446,584.92	-443,705.09		2,879.83		

REPORT FEATURES

- The report will show a table with information such as College, College Description, DeptID, Department, Billing Specialist, Project ID, Contract Number, Contract Type, Project End Date, Budget End Date, PI Name, Sponsor, Sponsor Number, Award Amount, Total Award Funded Amount, Expenditures, etc.

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.)

C9000 - Suspense and Clearing	D9100 - Expense Clearing	91003 - Undistributed P-Card Exp	649.25	649.25
		91005 - Undistributed Trav CC Exp	0.00	0.00
		Total	649.25	649.25
Total			649.25	649.25
Total			34,170,371.53	34,170,371.53
Total			0	0

Sep 29, 2021 1 12:03:59 PM

Top Page up Page down Bottom

Report - Total

Top Page up Page down Bottom

- 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.

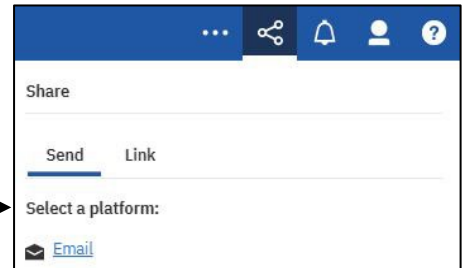
Exporting Your Report Results

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

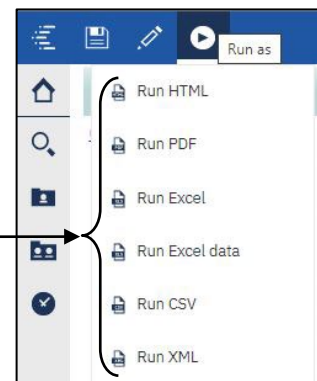
Click the **“Share”** symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select **“Email”**. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



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 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