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Important Notes to Using & Reviewing Your Results

- Notes
 - Data Population

This report is populated with the Pre 9.2 (PS_Ledger_KK) data and PS_KK_Activity_Log 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.

• Sponsored / Non-Sponsored

This reports dynamically reflects both types of projects and will break out F&A when necessary.

Locate Report

- From the Budget & Planning <u>Reporting Page</u>, locate "FIN016 – Sponsored Project 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 / PAGE 1

 Select your parameter choices. (No parameters within this report are required).

UNT SYS	TEM Spon	016 - Isored Dject Imary		5 fi
	Please Selec	t Parameters E	lelow:	
Quick Project Number		Go		
Business Unit	0,0.01005,010			
Project ID/Description or Manager Name	Keywords: Type one or more separated by spec Cellars ~ Results:		Choice	
Department or Manager	Seet of (Keywords: Type one ormore separated by soor Datave ~ Results:	keywords	Choice	ef Daastert ef
Account Type	Revenue Bipenie Salectel D		24.941	al Casalaitai
KK Group	Vion-Sponsored Sponsored Proje	Projects Icts Demiestel		
TO FIL	er by other elemen	ts of the Chart Str	ing dick "Next"	
	Cancel	Finish	Next >	

Quick Project Number	Simply drop a Project Number here and either click the Go Button or *tab and enter to select the Go Button itself before hitting enter*. This quickly runs the report for a single project. <i>If you hit the Enter Button before you have tabbed out</i> <i>of the field, it will simply take you to the next parameters page instead.</i>
Budget Period	The budget year automatically fills with the current operating year and you may override if you prefer by typing in the box.
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 Manager	You can Search by either the DeptID, Dept 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.
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 unchecked will allow for both. You do not need to click "Select All" to do so. Otherwise, choose to limit the report results to Revenue or Expense by checking the appropriate boxes.
KK Group	Default for this report is set to Non-Sponsored and Sponsored Projects as selected only. Otherwise, choose to limit it to desired type by unchecking the appropriate boxes as needed to focus and limit viewing results.

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 Cate	gory	You can either enter a Fund Cat within this box Several numbers may be entered here but eac on its own line to filter correctly. When you ar the Insert Button . All items you have typed/pt box will move to the Choices Box .	h one must be e ready, click
F	Fund	If you know a particular Fund you would like to enter here.	o filter by,
Func	ction	If you know a particular Function you would like enter here.	e to filter by,
3		Back to Table of Contents	5/11/2020 v5.0

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

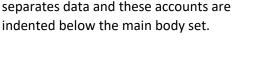
Report Results

REPORT FEATURES

- Results are grouped by **Projects** and indicated by the **Underlined Title Bar**.
- Budget Accounts will duplicate IF the budget for that account is spread across more than one Function.
- The Light Green Bars indicate groupings of lower < level hierarchy Budget Account Trees. The Dark
 Green Bars indicate the rollup level hierarchy
 Budget Account Trees.

PROJECTS WITH F&A

 Projects that have data posted to accounts listed as F&A will appear after – the initial set of information. A message separates data and these accounts are indented below the main body set.



DRILL-THROUGH OPTIONS

- Clicking on the Project ID itself in the Underlined Title Bar (see above) will drill directly through to the "FIN002 - Account Summary Report".
 - *note 1: See the Account Summary Guide for more information on this report.



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Account Summary

0.00 0.00 0.00 0.00 0.00 0.00

Project Summary

(12,276.18

150,276.18

(407.36

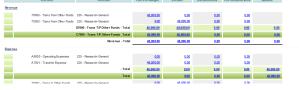


150,276.18

50,276,18

- Payroll Related Costs

9,500.00





- *note 2: Unless you unchecked the defaults on the first Prompt Page, the report will display **only** Department Details **without** Projects included!
- 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.

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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).

 Image: State of the state

Top ☆ Page up ♥ Page down ▼ Bottom

• 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

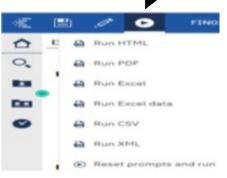
Click the **"Share"** symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select **"Email".** Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



RUN REPORT AND DOWN LOAD OPTIONS

Click the **"Run as"** button (white circle) on the upper left hand of the toolbar 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.

3	0
	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	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
2	