

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

ERROR RESULTS 5

 RUN REPORT ERROR 5

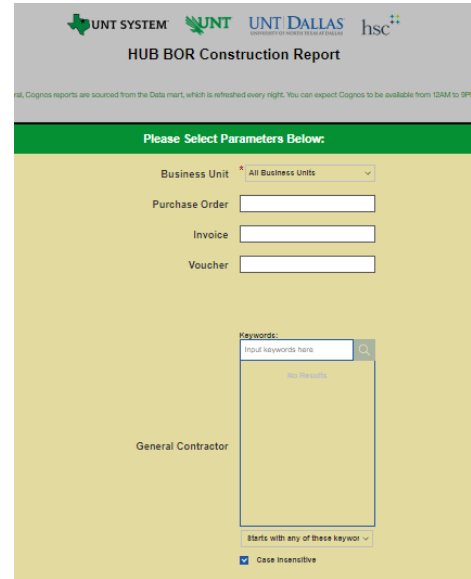
 DRILL-THROUGH MESSAGE OR ERROR 5

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 “HUB BOR Construction 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).

<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>Purchase Order</i>	If you know a Purchase Order you would like to filter by, please enter here.
<i>Invoice</i>	If you know an Invoice you would like to filter by, please enter here.
<i>Voucher</i>	If you know a Voucher you would like to filter by, please enter here.
<i>General Contractor</i>	If you know a General Contractor(s) you would like to filter by, please enter here.

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

Report Results

Report Results

REPORT FEATURES

The screenshot shows the 'HUB BOR Construction Report' interface. At the top left, it displays 'UNT SYSTEM' and 'Business Unit: NT752'. Below this, there are two tables. The first table is titled 'CURRENT HUB UTILIZATION' and the second is 'HUB UTILIZATION ASHNET CONTRACT'. Both tables have columns for Invoice ID, Purchase Order ID, Voucher ID, Time Stamp, and various HUB utilization metrics. The 'Prime Payment Amount' is listed as \$85,597. The 'HUB Sub Payment Amount' is listed as \$0.00.

- Business Unit, General Contractor, and Contract Total can be found on the upper left corner of the report
- Invoice ID, Purchase Order ID, Voucher ID, Time Stamp, Prime Payment Amount and HUB sub

payment amount can be found on the tables

DRILL-THROUGH OPTIONS

The report currently does not offer drill-throughs

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).

The screenshot shows the 'IBM Cognos Viewer - Fund Category Tree' interface. It features the UNT SYSTEM logo at the top. Below the logo, there are two dropdown menus: 'Fund Category Level A:' and 'Fund Category Level B:'. The 'Fund Category Level A:' dropdown is currently set to 'Fund Cat A All'. Below the dropdowns, there are two columns of fund categories: 'A30 - Restricted Expendable' and 'A30 - Restricted Expendable' on the left, and 'B40 - Sponsored Projects-Restr' and 'B40 - Sponsored Projects-Restr' on the right. At the bottom of the page, there is a navigation bar with links for 'Top', 'Page up', 'Page down', and 'Bottom'. An arrow points to the 'Page down' link.

- 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

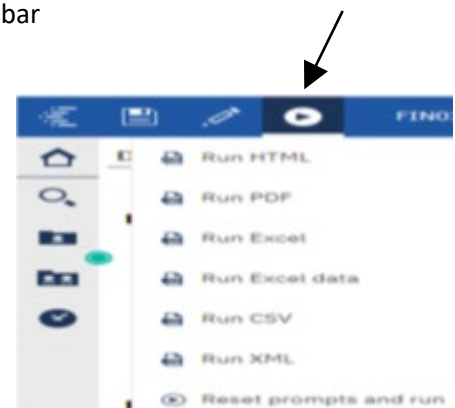
Click the “**Share**” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “**Email**”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



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



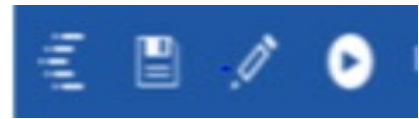
Error Results

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 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