UNT|SYSTEM

## 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

"Inventory"

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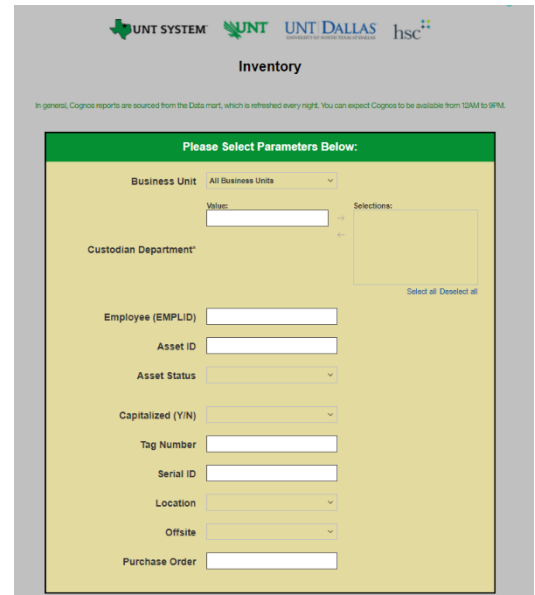
Report Setup- Prompt Pages

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

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.
Custodian Department	If you know a particular Custodian Departmment you would like to filter by, **enter** here. When you are ready, **click** the **arrow**. All items you have typed/pasted into the box will move to the **Selections Box**.
Employee (EMPLID)	If you know a particular Employee you would like to filter by, **enter** the Employee ID here.
Asset ID	If you know a particular Asset ID you would like to filter by, **enter** here.
Asset Status	Default will pull all asset statuses or you may select one particular status by which to filter the report.

Capitalized (Y/N)	Default will pull all Capitalized or you may select one particular one by which to filter the report.
Tag Number	If you know a particular Tag Number you would like to filter by, **enter** here.
Serial ID	If you know a particular Serial ID you would like to filter by, **enter** here.
Location	Default will pull all Locations or you may select one particular one by which to filter the report.
Offsite	Default will pull all Offsite or you may select one particular one by which to filter the report.
Purchase Order	If you know a particular Purchase Order you would like to filter by, **enter** here.

2. If you are satisfied with your choices, click the **Finish Button**.

Report Results

Report Results

REPORT FEATURES

BUSINESS_UNIT	DEPTID	DEPTID DESCR	ASSET_STATUS_DESCR	ASSET_ID	TAG_NUMBER	SERIAL_ID	DESCR	MODEL	PROFILE_DESC	OFFSITE_SW	LOCATION	CUSTODIAN	EMPLID	EMPLID_DEPT	FINANCIAL_ASSET_DESCR
SY769			Disposed	000001016969	007302	5H34KS1	Computer, Dell, Optiplex 990		COMPUTER,DESKTOP		GSB 138FR				Capitalize
SY769			Disposed	000001018259			V2 Datacenter Server - Cap Lea		LEASED SERVERS	N					Capitalize
SY769			Disposed	000001018401			V2 Datacenter Server - Cap Lea		LEASED SERVERS	N					Capitalize
SY769			Transferred	000001018656			AVTEQ Custom Kiosk 1		OTHER ASSETS LIFE 84 MONTHS	N					Capitalize
SY769			Transferred	000001018657			AVTEQ Custom Kiosk 2		OTHER ASSETS LIFE 84 MONTHS	N					Capitalize
SY769			Transferred	000001018658			AVTEQ Custom Kiosk 3		OTHER ASSETS LIFE 84 MONTHS	N					Capitalize
SY769			Transferred	000001018659			UNTD 2nd Drive Entrance		PARKING LOT/DRIVEWAY/PARKG BAR	N					Capitalize
SY769			Transferred	000001018839			Muni Bldg Historical Exhibit		BUILDING & BUILDING IMPR NONCM	N	NTSC 100				Capitalize
SY769			In Service	000001018841			SBD Fire Marshall Upgrades		SPRINKLER FIRE SAFETY BLD INT	N	NTSC 100				Capitalize
SY769	000000	ALL DEPTS - KK Tree	In Service	000001016966	007305	5H45KS1	Computer, Dell, Optiplex 990		COMPUTER,DESKTOP	N	HSCE 207				Non Cap
SY769	121200	Chemistry	Transferred	000001015104	007082	31DZDP1	Computer Dell Optiplex 980		COMPUTER,DESKTOP	N	HKRY 001	Verbeck,Guido	10563150	121200	Non Cap
SY769	122600	Media Arts	In Service	000001014761	2412	GB040LMFA90	PCD, iPad, Apple 16 GB 3G		SMARTPHONES,TABLETS,HANDHELD	N	RTFP 177	Dzurenko,Martin Joseph	11060263		Non Cap
SY769	124100	COS - Dean's Off-Gen	Transferred	000001017603	17842	DKVMD0C6F182	PCD iPad, Apple, Wi-Fi		SMARTPHONES,TABLETS,HANDHELD	N	USB 135	Risdon,Wendy Lynn	10897336	124000	Non Cap

The rows will display information regarding Inventory: Business Unit, Department ID, Department ID Description, Asset Status Description, Asset ID, Tag Number, Serial ID, Model, and more.

DRILL-THROUGH OPTIONS

The drill through option is offered in **Asset_ID** column. It will drill into **Asset History** to show who previously owned it.

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
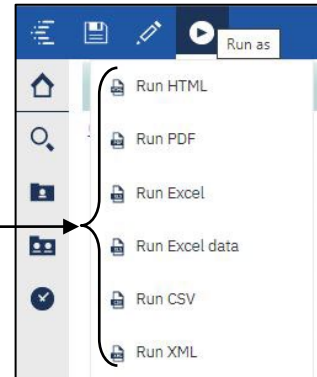
Error Results

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