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# Important Notes to Using & Reviewing Your Results

- Notes
  - Data Population
    This report is populated with data from the PS\_Ledger\_KK.
  - 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

- From the Budget & Planning <u>Reporting Page</u>, locate "Legacy FIN001 - Budget Overview Report".
- 2. Login to IBM Cognos to run the report.

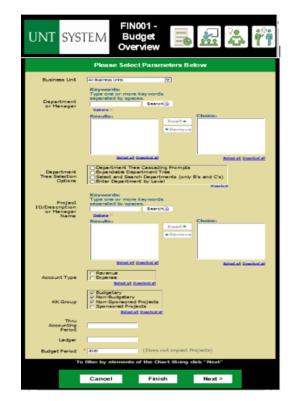
# Report Setup- Prompt Pages

## 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).



Budget Period	The budget year automatically fills with the current operating year and you may override if you prefer by <b>typing</b> in the box.
Business Unit	Default will pull "All Units" or you may use the <b>Dropdown</b> to select one particular unit by which to filter the report.
Department Manager	You can <b>Search</b> by either the DeptID, Dept Descriptions or if you know the manager, you may type here and search. For further search features, click the <b>Options Link</b> to expand additional search methods. Your results appear in the left box. <b>Highlight</b> any or all results and click the <b>Insert Button</b> 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.
Department Tree	You can select a department tree option that meets your needs.
Project ID	You can <b>Search</b> 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 <b>Options Link</b> to expand additional search methods. Your results appear in the left box. <b>Highlight</b> any or all results and click the <b>Insert Button</b> 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 <b>unchecked</b> will allow for both. You do not need to click "Select All" to do so. Otherwise, choose to <b>limit</b> the report results to Revenue or Expense by <b>checking</b> the appropriate boxes.
KK Group	Default <b>unchecked</b> will allow for all. You do not need to click "Select All" to do so. Otherwise, choose to <b>limit</b> it to Budget Group type by <b>checking</b> the appropriate boxes to focus and limit viewing results.
Thru Accounting Period	This will allow data retrieval thru a particular period entered
Ledger	If you know a particular Ledger you would like to filter by, enter here.

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.

1
You can either <b>enter</b> a Fund Cat within this box <b>or paste</b> .
Several numbers may be entered here but each one must be
on its own line to filter correctly. When you are ready, <b>click</b>
the <b>Insert Button</b> . All items you have typed/pasted in to the
box will move to the <b>Choices Box</b> .
If you know a particular Fund you would like to filter by,
enter here.

Function	If you know a particular Function you would like to filter by, enter here.
Department	If you chose Department(s) on the first page, they will automatically appear here. You can <b>type or paste</b> multiple choices additionally within the Right Box to insert additional or from a list. When you are ready be sure to click the <b>Insert</b> <b>Button</b> to add your entries to the <b>Choices Box</b> .
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 <b>type or paste</b> multiple choices additionally within the Right Box to insert additional or from a list. When you are ready be sure to click the <b>Insert</b> <b>Button</b> to add your entries to the <b>Choices Box</b> .
PC Business Unit	Available PCBUs are displayed in the dropdown. If you know a particular PC Business Unit you would like to filter by, <b>select</b> it here. If using a PCBU, <b>only one</b> 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, <b>enter</b> 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**

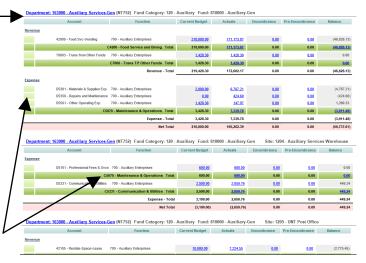
## **Report Results**

### **REPORT FEATURES**

- Results are grouped by **Departments** and indicated by the **Underlined Title Bar**.
- **Fiscal Budget items** appear first in the reporting structure groupings. Departmental contributions to particular **Projects** appear next.
- Items are sectioned by Fund Cat Fund combinations.
   (Where applicable, Purpose and/or Site as well.)
- Budget Accounts will duplicate IF the budget for that account is spread across more than one
- 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.

## **UNT** SYSTEM

#### Budget Overview



### **DRILL-THROUGH OPTIONS**

Function.

- Clicking on the Department ID itself in the Underlined Title Bar (see above) will drill directly through to the "FIN015 - Department Summary Report".
  - \*note 1: See the Department Summary Guide for more information on this report.
  - \*note 2: Drilling to a Department Detail here will view only Department Details without Projects included!

# **UNT** SYSTEM

#### Department Summary

	Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue							
	42009 - Food Svc-Vending	700 - Auxiliary Enterprises	218,000.00	0.00	0.00	0.00	
	42009 - Food Svc-Vending	700 - Auxiliary Enterprises	0.00	171,173.87	0.00	0.00	
	D4200 - Food Service and D	ining 700 - Auxiliary Enterprises Total	218,000.00	171,173.87	0.00	0.00	(46,826.13
		C4200 - Food Service and Dining Total	218,000.00	171,173.87	0.00	0.00	(46,826.1)
	42105 - Rentals-Space-Lease	400 - Academic Support	0.00	1,948.26	0.00	0.00	
	D4210 -	Rentals 400 - Academic Support Total	0.00	1.948.26	0.00	0.00	1.948.26

 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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101 B	28.10	9	17712	120	/adlay	810328	Audap- Ge	708	Auditry Crimpeters	953630	Aadlary Services Gaz					04218 - Remain	42185	Earthio Spice Labor	leana		43280	Contents to Contents	085	LNT Exolutions	6.03	CE 873 KO	8.00	
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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 <u>Run Report and Down Load section</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).
- 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.





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up ₹ Page down ≍ Bottom	

# **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.



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Run HTML

Run Excel data

Reset prompts and run

Run PDF

Run Excel

Run CSV

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### RUN REPORT AND DOWN LOAD OPTIONS

Click 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
- 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.



# Error Results

# 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.

