

IMPORTANT NOTES TO USING & REVIEWING YOUR RESULTS	. 1
LOCATE REPORT	. 2
REPORT SETUP - PROMPT PAGES	. 2
Report Focus Filters / Page 1	. 2
Detailed Filters – Chartstring Inclusions / Page 2	. 3
Detailed Filters – Chartstring Exclusions / Page 3	.4
REPORT RESULTS	. 5
Report Features	
Drill-Through Options	.6
Layout Overview	.6
IN REPORT FILTERING & CONTROLS	. 6
EXPORTING YOUR REPORT RESULTS	. 7
EMAIL REPORT DIRECTLY	.7
Run Report and Down Load Options	.7
RUN REPORT ERROR	.7
ERROR RESULTS	
Drill-Through message or Error	. 8

## Important Notes to Using & Reviewing Your Results

#### • Notes

#### o Data Population

This report is populated with data from the PS\_Ledger\_KK. The Current Budget, Encumbrance, and Pre-Encumbrance amounts will appear on the KK account row while the Actuals amount will appear on a different row with a GL account corresponding to the KK account.

#### • 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 FIN002 – Budget Overview with GL Details"
- 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. (Only the Budget Period is required).

UNT SY	STEM Overview with GL Details
	Please Select Parameters Below
Business Unit	O_BASHESSLAHT S Keywands Type one or more legwonds manarate by anome seconds
or Manager	Results: Oxice:
	Solution Constant and Constant and
Project ID/Description or Manager Name	Katywoods: Type or more larywoods by teams: Search at the search at t
	Ineart ● ● Remove
Account Type	bind brind Prevence Paperse Statut bindulat
KK Group	© Budgetary © New Budgetary ≫ New Sponsored Projects ⊂ Sponsored Projects
Ledger	
Budget Period	(Does not impact Projects)
To f	liter by other elements of the Chart String click "Next"
	Canoel Finish Next>

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.
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 for this report is set to <b>Budgetary</b> , <b>Non-Budgetary</b> , <b>and Non-Sponsored Projects.</b> Otherwise, choose desired KK Group by <b>checking</b> the appropriate boxes as needed to focus and limit viewing results.
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.

Fund Category	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> .
Fund	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>

	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 <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, <b>enter</b> 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.

**UNT** SYSTEM

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.
- 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 A level hierarchy Budget Account Trees. The Dark Green Bars indicate the rollup level hierarchy Budget Account Trees.
- Notice that though the line is the same, the GL Data item populates on it's own row underneath the row where the budget itself may be created.

#### DRILL-THROUGH OPTIONS

- 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 Account Summary Guide for more information on this report.
  - \*note 2: Unless you unchecked the defaults on the first Prompt Page, the report will display **only** Department Details **without** Projects included!

	Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
evenue							
	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	187,166.68	0.00	0.00	
	ALLOS FIGOR DIC-VEHAILY	D4200 - Food Service and Dining - Total	218,000,00	187,166.68	0.00	0.00	(30.8
		C4200 - Food Service and Dining Total			0.00	0.00	
		-	218,000,00	187,196.68			(39.8
	70003 - Trans from Other Funds	700 - Auxiliary Enterprises	<u>1.428.30</u>	<u>0.00</u>	0.00	0.00	
	70003 - Trans from Other Funds	700 - Auxiliary Enterprises	<u>0.00</u>	<u>1.428.30</u>	0.00	<u>0.00</u>	
		D7000 - Trans T/F Other Funds - Total	1,428.30	1,428.30	0.00	0.00	
		C7000 - Trans T/F Other Funds Total	1,428.30	1,428.30	0.00	0.00	
		Revenue - Total	219.428.30	188.594.98	0.00	<u>0.00</u>	(30.3
opense							
	D5301 - Materials & Supplies Exp	700 - Auxiliary Enterprises	2.000.00	0.00	0.00	0.00	
	53071 - Lab Supplies	700 - Auxiliary Enterprises	0.00	25.00	0.00	0.00	
	53064 - Supplies-Ag,Const,Hardware	700 - Auxiliary Enterprises	0.00	6.642.23	0.00	0.00	
	53101 - Furnishings Eqprent Othr-NonCa	o 700 - Auxiliary Enterprises	0.00	99.96	0.00	0.00	
	1	05301 - Materials & Supplies Exp - Total	2,000.00	6.767.21	0.00	0.00	(4.3
	53511 - RM-RP-FacOthimprv-Expred	700 - Auxiliary Enterprises	9.00	424.60	0.00	0.00	
		5350 - Repairs and Maintenance - Total	0.00	424.60	0.00	0.00	(4
1	D5501 - Other Operating Exp	700 - Auxiliary Enterprises	1,428.30	0.00	0.00	0.00	
	55105 - OTHR LICENSE EXP	700 - Auxiliary Enterprises	0.00	147.57	0.00	0.00	
		D5501 - Other Operating Exp - Total	1,428.30	147.97	0.00	0.00	1.2
		070 - Maintenance & Operations Total	3,428,30	7,339.78	0.00	0.00	(3.5
		Expense - Total	3,428.30	7,339.78	0.00	0.00	0.9
		Net Total	222,856.60	195,934.76	0.00	0.00	(34.3

Expense						
	D5301 - Materials & Supplies Exp	700 - Auxiliary Enterprises	2.	000.00	0.00	
	53071 - Lab Supplies	700 - Auxiliary Enterprises	•	<u>0.00</u>	<u>25.00</u>	1
	53084 - Supplies-Ag,Const,Hardware	700 - Auxiliary Enterprises		0.00	<u>6,642.23</u>	
	53101 - Furnishings Eqpmnt Othr-NonCap	700 - Auxiliary Enterprises		<u>0.00</u>	<u>99.98</u>	
	D	5301 - Materials & Supplies Exp - Total	<u>2.0</u>	00.00	<u>6,767.21</u>	

### **UNT** SYSTEM

Department Summary

Account Summary

	Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
evenue							
	42009 - Food Svc-Vending	700 - Auxiliary Enterprises	218.000.00	9.99	0.02	0.00	
	42009 - Food Svc-Vending	700 - Auxiliary Enterprises	0.00	171,173.87	0.02	0.00	
	D4200 - Food Service and	Dining 700 - Auxiliary Enterprises Total	218,000.00	171,173.87	0.00	0.00	(46,826.13)
		C4200 - Food Service and Dining Total	218,099.00	171,173.87	0.00	0.00	(46,826.13)
	42105 - Rentals-Space-Lease	400 - Academic Support	0.00	1,948.26	0.00	0.00	
	D421	- Rentala 400 - Academic Support Total	0.00	1,948.26	0.00	0.00	1,948.26
	42105 - Rentals-Space-Lease	500 - Student Services	9.99	110,745,44	0.02	0.00	
	042	10 - Rentals 500 - Student Services Total	0.00	110,746.44	0.00	0.00	110,746.44



 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.

iono	den (5	counting P	aod			R														3100			es <sup>*</sup> Da hai						
fect	Leder.	Accounting Partial		nunci Gali	Pant Cet Depar	Part	Perc Depar	facia	Farctor Descr	Depetheni	Coplorinent Deacr	Project	Projuct Dealty	NCBU	Adhte	Accord	Accest	Acceuti Desci	Accert Tys	Program In	çur no	-house	Purgrane Descr	24	Sit Descr	0.dget	Actual	Examinance	he- brearbra
2018	28.0	9	187732	120	Audity	810008	Audap- Ger	708	Andley Crimpeters	413830	Aadlay Seven					04218 - Remain	42115	Tarihik Spite Lepis	lavara.			43280	Contention to Contention	985	LNT Depitriere	640	GE 873 KO	8.30	
2918	3.9	0	87712	120	/aday	81000	hadan Gan	708	Andley Crimpeses	453430	Audimy Services Cen					04218 Restate	42415	Estina Spica Links	58,978.8					985	UNIT ROAT OFFICE	640	2 114 83	8.00	-
2018	39	0	10732	135	/Liday	819318	Nation Party	208	Autility Transies	163630	Audinty Services Her					D4218 Reality	015	Farbit Spine Loare	Sec.			1219	Cardona de Cardona	985	usif Facilities	6.03	68.853-60	8.00	-
2018	18.91	8	817.02		Designated Operating Operation	85.84	Departmental Decorrierony	208	Automy February	****	Animay Jeruwani Dan					intra tereter	оњ	Hardhak Hysiona Tomator	-					961	Signa Chi Fili Alt	6.03	16.81	**	
1988	18194	н	88.747		faishe's	****	danay. Dec	a.	Andrey Selleyware	169.8	Anitary Newana Gan					intrite - Threfolds	6785	ratio Space				10.94	madeteen Cardward	5/84	thi Facilities		18.8-3.81		
2019	3879	*	#1%C		Designated Operating- Constat	50.XI	Departmental Departments	0.6	Anders Dritswice	169.8	Anitay Serven- Car					NUM- Domes	Q115	TARA Span- Dara	10,010							1.03	1.00.10	10	
2915	38.6	*	87752		Designated Operating- Operated	59X8	Departmental Dispersionnes	706	Autors Driveran	HSER	Apikar Scrittion Can					04218 - 15.w.dv	Q115	59.60- 59.60- 519.9	Sevene					155	Signar Car Facad	683	153.00	1.0	1
2915	2810	6	87752	230	Davignated Operating- Central	519X8	Dopateorial Obsectioners	708	Andres Driveries	HINK	Autor Sintion Op					04218 - Durindo	42115	Santa- Santo- Long	Second					1255	Signa Citi Filvad	6.03	125.60	8.80	
2019	31.0	6	87752	230	Designated Operating- General	\$1933	Dupurimunial Obszecimery	708	Authory Driktofice	453430	Andler Service- Gan					D4218 - Romato	42115	Terthile- Space- Lease	Seame					1280	Zela Tua Alpha Taulas	6.03	0.338.710	9.90	
2915	21.0	5	107752	120	Audey	81000	Audur- Gan	708	Audiey Griepese	453430	Apdiay Service- Gen					04218 - Remain	42115	Renkula- Space- Lease	Serana.					285	UNIT Poet Office	640	1 604 90	8.90	-
2018	28.0	5	187712	120	Auday	810008	Audap- Gen	708	Audiay Craspeses	453630	Aadaay Serview Gen					04216 - Remain	42115	Raraha- Spana- Lapus	Revenue			12289	Contente no Contente d	085	LNT Exclusions	683	GB 873-KI	8.30	
2018	28.0	0	87712	130	/adday	810008	Audaty Gan	708	Autility Crimpeters	413830	Aadaay Secretaan George					04218 - Remain	62115	Earthia Spica Lapia	Servera.e			63280	Contentions Contention	985	LNT Exolution	6.03	GB 873-KO	8.00	1
2018	21.9	5	81752	230	Designated Operating	arsona	Departmental Discontinuery	208	Anillary Crampases	10000	Aprillingy Services					04218 Realition	6115	Santa Santa	58,972.8							683	3 5943	8.00	

## **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>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 in the upper left hand toolbar of your screen.



Every physical expendable expenda

IBM Cognos Viewer - Fund Category Tree



## **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

### **Error Results**

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 of the toolbar on your screen.



Back to Table of Contents

**(1**) 0 10 424 Run HTML 0. B RUD PDF Run Excel 424 Run Excel data Run CSV Run XML 120 Reset prompts and run

## 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 was," will match the amount clicked on the report.

1	,	0	3
	•	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.	
1	)	2) Review the values to look for incorrect or missing values	9
		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	
	· ·		1