



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	
Report Features	5
Drill-Through Options	5
Layout Overview	6
In Report Filtering & Controls	õ
EXPORTING YOUR REPORT RESULTS	6
Email Report Directly6	5
Run Report and Down Load Options	7
Run Report Error	7
ERROR RESULTS	7
Drill-Through message or Error	3

Important Notes to Using & Reviewing Your Results

Notes

Data Population

This report is populated from the KK Ledger

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.

Actuals Post & Pending

Actuals are show both from approved and posted stated as well as a separated amount for those that are pending against the same account.

Budgetary & Non-Budgetary Default

By Default, this report only displays standard budget items. Both types of Projects are therefore filtered out of this report if left to the default selection.



Locate Report

- From the Budget & Planning Reporting Page, locate "Legacy FIN015 – Department Summary Report"
- 2. **Login** to IBM Cognos to run the report.

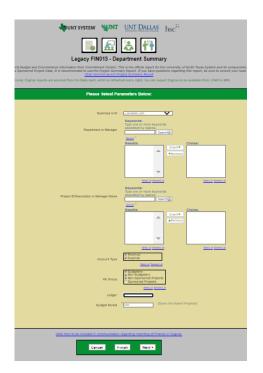
Report Setup- Prompt Pages

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

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



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.

Guide

Legacy FIN015 – Department Summary Report 2022

	*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 Budgetary and Non-Budgetary as selected only. Otherwise, choose to limit it to Budget Group type by checking 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.
Budget Period	The budget year automatically fills with the current operating year and you may override if you prefer by typing in the box.

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 enter a Fund Cat within this box or paste . Several numbers may be entered here but each one must be on its own line to filter correctly. When you are ready, click the Insert Button . All items you have typed/pasted in to the box will move to the Choices Box .
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.

Guide

Legacy FIN015 – Department Summary Report 2022

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.

Guide

Legacy FIN015 – Department Summary Report 2022

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.
- 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.

DRILL-THROUGH OPTIONS

 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.

	N																				Short	le Jan Ve	Late Do Fe	il she	or nation(b) is	16 111	Li Ana V		
Dep			Locusting P			-																							
			Accounting Parket	Let	Oil	Pant Cet Depor	fired	Familians:	Farcian	Descr	Department	Description	Project	Descr	PCB7	Adhre	Dine	Accept	Description	Tipe	Program Fro	or Puspe	Gency Gency	24	Ste Gesor	D.dyc1	Actual	Encambrance	Dreumb
leve	2919	26 0	9	HF712	120	Audlay	010003	Auday- Gar	700	Audley Crispens	953630	Audiey Services					04216 - Remain	42115	Farthir- Ipace	Service		1000	Contactors Contactors	GR.	LNF Exolation	603	GI 873 KI	0.30	
	2918	26.0	0	HT712	130	Audiny	010000	Audino Gar	700	Audiey Crimpeses	410600	Audiey Services Sec					04216 Restrict	6285	EWEAK SOMA LADIA	iron				OR	LNT Foat Office	6.03	2 114 83	930	
	2918	76.10	0	M7732	120	/aday	B10XB	Auding Sec	708	Audiny Empeses	10000	Audinty Services Dec					D4718 Restries	0115	Switch Space Looke	SW/WILE		1000	Control (- 58	Federice	603	GI 873 40	8.00	
	State	7879	н	M752	287	Designation Operation Designation	8538	Depotential Depotential	200	rantary retireproves	1000	Audies Securies					INTER MARKET	ons	HWIDAS Plants Inner	ivana				59	Signa Chi Fisana	103	15.01	110	
	>918	18/9-	н	80.742	130	faultery	59.84	Autory. Hori	ALC:	Authory belopmen	нан	Andrey Newwork Con					INCHE.	Otto	Hardele Harman Source	*****		10/04	Hardelen Circland	118	t Good on the second	101	10 5 3 61		
	2989	58%	*	88.762	390	Onequied Operation County	50.X4	Department of Department of Depart	200	Santon Orderation	неж	Assistant November Care					DENE.	£2Hs	North- Sauce Down	-						103	1/ BS 10	1.0	
	2919	2870	*	HF790	290	Davignosisch Operation Control	5931	Distributed Distributed	758	Anders Driverian	HIST	Amber Scottor Con					DUTE.	42115	Seen- loos	Secre				15	Signar City Please	603	1828.800	8.90	
	2919	20'0	*	HT792	290	Designated Operating- Secural	519318	Districted Observes	708	Andley Drittyrixt	HISTO	Ander Softo- Gal					Diction -	42115	Seriolo- Seriol- Lorse	Seene				15	Signe Cit No.ec	0.00	125 90	8.90	
	2915	28'0	6	HT752	292	Dovignated Operating- Denianal	\$1930	Departmental Observationary	708	Audley Dringesco	953600	Apdier Sovem- Ger					04216 - Doresto	42115	Rorkub- Space- Lease	Reverse				129	ZelaTos Aphi Hauss	000	(1338.71)	9.90	
	2915	2010	5	HF752	120	Audley	\$10003	Auder- de:	700	Audley Dringenes	903000	Apdiay Services Gen					D4216 - Dewale	42115	Rankub- Space- Lease	Severas				28	UNIT Foat Office	600	1 504 50	9.90	
	2919	20 15	0	HF712	120	Audlay	910009	Auder- Ge.	TCE	Audley Crispeses	923830	Audiey Services Gen					D4216 - Remiss	42195	Farthle- Space- Lepte	Serve		£3281	Contents Contents	OR.	LNT Esolution	603	(8 873 40	9.90	
	2918	26.0	s	HT712	120	/aday	B1033	Auday Ge	700	Audiey Crimpetes	953630	Audiny Senten. Geo.					D4216 - Rembe	42185	Earthin Space Lapta	Emanue		43261	Osoleten Control	08	LAST Exolations	643	CB 873 40	8.90	
	2018	26.00	5	HE752	200	Designated Operating Designation	805000	Depresenta	200	Audity Crimposes	10000	Audiey Section					04216 Reside.	42115	Farthic Space Logice	Service						643	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 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 <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.



Exporting Your Report Results

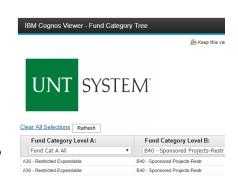
Exporting Your Report Results

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 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 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.

