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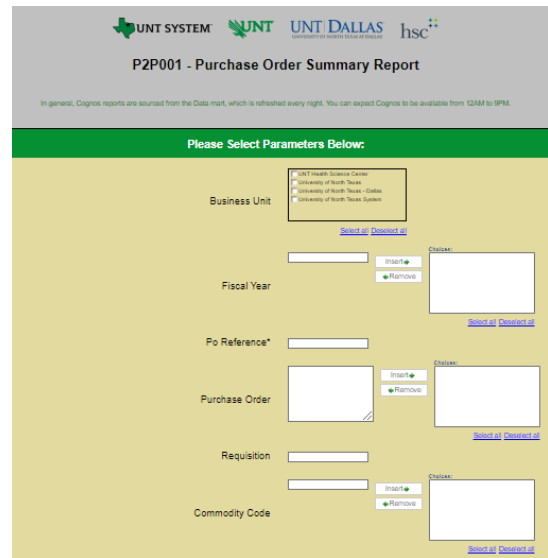
 DRILL-THROUGH MESSAGE OR ERROR 6

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 “P2P001 – Purchase Order Summary”
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 select one particular unit by which to filter the report.
<i>Fiscal Year</i>	If you know a fiscal year you would like to filter by, enter here
<i>PO Reference</i>	If you know a PO reference you would like to filter by, enter here
<i>Purchase Order</i>	If you know a purchase order you would like to filter by, enter here
<i>Requisition</i>	If you know a requisition you would like to filter by, enter here
<i>Commodity code</i>	If you know a commodity code you would like to filter by, enter here
<i>Purchase Order Status</i>	Default will select Initial, Open, Pending Approval, Approved, Dispatched, and Complete. You may select Denied, Pending Cancel, or Cancelled to filter the report.
<i>Amount Only Flag</i>	If you would like to have Amount Only Flag, please select yes on the dropdown menu
<i>PO Date older than number of days back</i>	If you know a value you would like to filter by, enter here

Total Encumbrance Range	If you know a value you would like to filter by, enter here
P-Card Exception Reason	If you know a p-card exception reason you would like to filter by, enter here in the Include or Exclude section
Change Orders	If you know a value you would like to filter by, enter here
Department	If you know a particular buyer you would like to filter by, enter here in the Include or Exclude section
Vendor	If you know a particular vendor you would like to filter by, enter here
Buyer	If you know a particular buyer you would like to filter by, enter here
Entered Buyer	If you know a particular buyer you would like to filter by, enter here.
Blanket Order	If you know a particular blanket order you would like to filter by, enter here.
Description	If you know a particular description you would like to filter by, enter here.
Procurement Method Description	If you know a particular procurement method description you would like to filter by, enter here.
Budget Checked	If you would like to have Budget checked, please select yes on the dropdown menu
Budget Header Status (Include)	If you know a particular Budget header status you would like to filter by, enter here.
Budget Header Status (Exclude)	If you know a particular Budget header status you would like to filter by, enter here.
Contract	If you know a particular Contract you would like to filter by, enter here.
Approved Buyers	Approved Buyers are set for this report
Default Buyer Email	Default Buyer Email is Jill.Roys@untsystem.edu

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 Buyer and buyer info appear first in the reporting structure followed by Business unit, chartstrings, etc.

Buyer	Buyer Email	FY based off PO date	Business Unit	Department	Requisition	Purchase Order	Entered Date (REQ)	Entered Date (PO)	Activity Date	Approval Date	PO Status	Dispatched Date	Days to Dispatch	Hours to Dispatch	Dispatch Method	Purchase Order Date	Days Between (REQ)	Days Between (PO)	Contra
Cogdel, Jamie Lee	Jill.Roys@untsystem.edu	2010	SY769	900100		0000002704	Aug 20, 2009	Dec 12, 2016	Oct 1, 2015	C						Sep 1, 2009	-	-	Y
Cogdel, Jamie Lee	Jill.Roys@untsystem.edu	2010	SY769	900100		0000002704	Aug 20, 2009	Dec 12, 2016	Oct 1, 2015	C						Sep 1, 2009	-	-	Y
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budget types.

DRILL-THROUGH OPTIONS

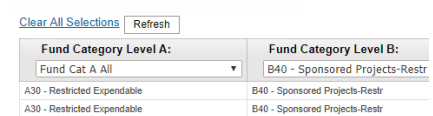
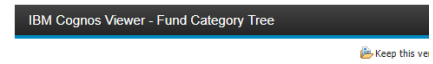
- **Clicking** on any of the Account amounts will drill directly through to this report
[“FIN003 – Transaction Details Report”](#)
- Clicking on any of the Commodity Code amounts will drill directly through
[“Commodity Code to Account Report”](#)

BC Number	Account	Alt. Account	Category Code	Category Code Descr	Commodity Code	Commodity Descr
	51331	7240	9	Exempt from TBPC	918-32	Use Category 918-76 Instead
	51331	7240	9	Exempt from TBPC	918-32	Use Category 918-76 Instead
	51331	7240	9	Exempt from TBPC	918-32	Use Category 918-76 Instead
	51331	7240	9	Exempt from TBPC	918-32	Use Category 918-76 Instead
	51331	7240	9	Exempt from TBPC	918-32	Use Category 918-76 Instead
	51331	7240	9	Exempt from TBPC	918-32	Use Category 918-76 Instead

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).
- 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

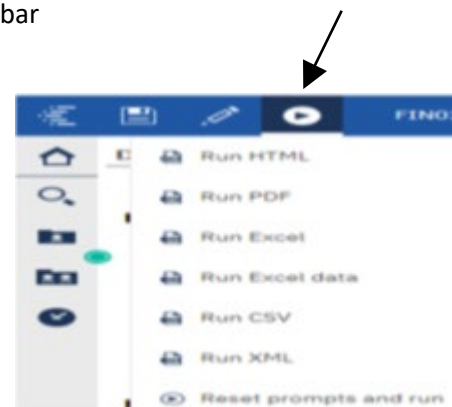
Click the **“Share”** symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select **“Email”**. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



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