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 "P2P002 – Requisitions Summary Report"

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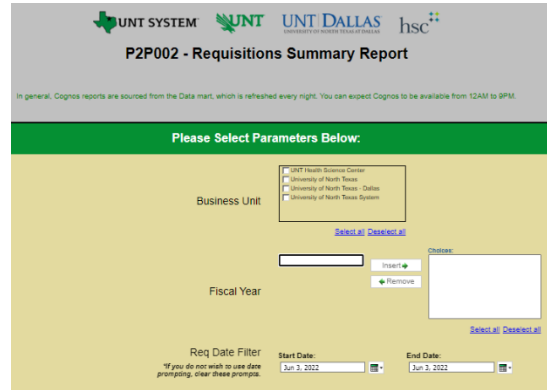
Report Setup- Prompt Pages

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 select one particular unit by which to filter the report.
Fiscal Year	If you know a fiscal year you would like to filter by, enter here
Req Date Filter	Default set to be current date. If you would like to filter the report to a different date, please enter it here.
Requisition	If you know a requisition you would like to filter by, enter here
Commodity code	If you know a commodity code you would like to filter by, enter here
Requisition Status	Default will select Initial, Open, Pending Approval, Approved, Dispatched, and Complete. You may select Denied, Pending Cancel, or Cancelled to filter the report.
Amount Only Flag	If you would like to have Amount Only Flag, please select yes on the dropdown menu
Req Date older than number of days back	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.
Description	If you know a particular 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.
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 Req date	Business Unit	Department	Requisition	Requisition Entered Date	Requisition Date	Activity Date	Approval Date	Req Submitted Datetime	Req Approved Datetime	Req Approval Days	Req Approval Hours	Req Status	Vendor	Vendor Name	Requestor	Change Order Number	Total Encumbrance	Liquidated	Remaining Encumbrance
		2022	SY769	925000	0000011403	Jun 2, 2022	Jun 2, 2022	Jun 2, 2022		Jun 2, 2022 12:30:32 PM				P	0000006623	Respondus Inc	Hollar,Sandra L	0	50,305.00	0.00	50,305.00
Overall - Total					1														50,305.00	0.00	50,305.00

DRILL-THROUGH OPTIONS

There is currently no drill-through for this report

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.
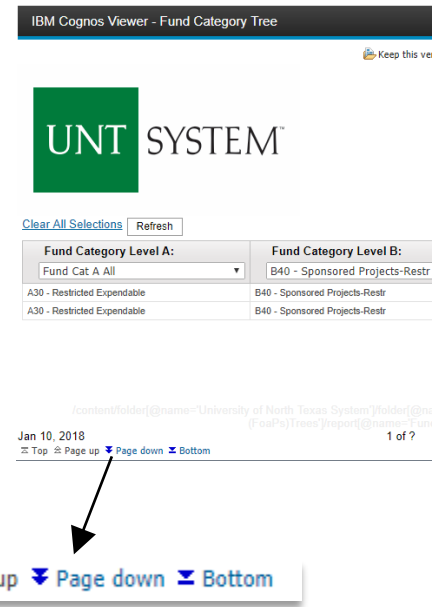
IN REPORT FILTERING & CONTROLS

- 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
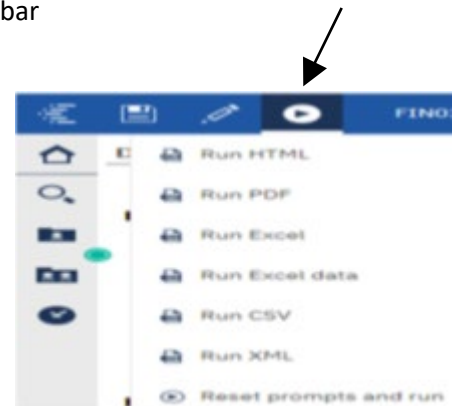
Error Results

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 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

Back to Table of Contents