

IMPORTANT NOTES TO USING & REVIEWING YOUR RESULTS 1

LOCATE REPORT 2

REPORT SETUP - PROMPT PAGES 2

 REPORT FOCUS FILTERS / PAGE 1 2

REPORT RESULTS 3

 REPORT FEATURES 3

 DRILL-THROUGH OPTIONS 3

 LAYOUT OVERVIEW 4

 IN REPORT FILTERING & CONTROLS 4

EXPORTING YOUR REPORT RESULTS 4

 EMAIL REPORT DIRECTLY 5

 RUN REPORT AND DOWN LOAD OPTIONS 5

ERROR RESULTS 5

 RUN REPORT ERROR 5

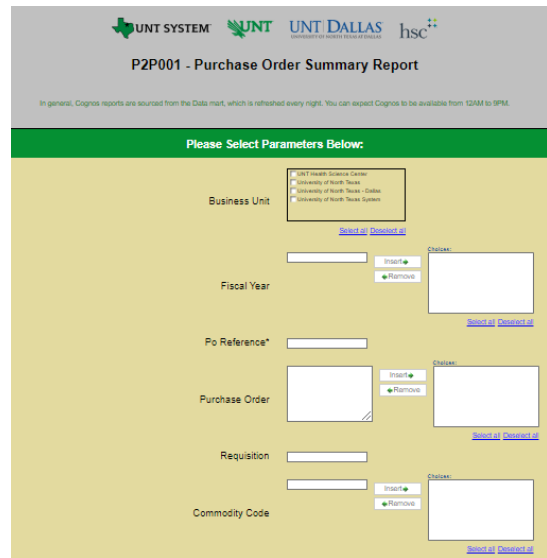
 DRILL-THROUGH MESSAGE OR ERROR 6

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 “P2P003 – Vouchers 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).

<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. You may filter by multiple fiscal years here.
<i>Voucher</i>	If you know a voucher 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>Amount Only Flag</i>	If you would like to have Amount Only Flag, please select yes on the dropdown menu
<i>Foreign Amount</i>	If you know a value you would like to filter by, enter here
<i>Quarter</i>	If you know a quarter you would like to filter by, make your selection here. You may select multiple quarters.
<i>Department</i>	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
- Vendor ID* | If you know a particular vendor ID you would like to filter by, **enter** here
- Requestor Name* | If you know a particular requestor you would like to filter by, **enter** here.
- Requestor ID* | If you know a particular requestor ID you would like to filter by, **enter** here.
- Description - Header* | If you know a particular description you would like to filter by, **enter** here.
- Description - Line* | If you know a particular description you would like to filter by, **enter** here.
- 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.

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

UNT SYSTEM		Vouchers Summary Report																																									
Business Unit	Department	FY	Quarter	Voucher	Purchase Order	Requisition	Invoice ID	Req. Created Date	Req. Approved Date	Invoice Date	Invoice Receipt Date	Invoice Receipt Date	VO Channel Date	Quantity	Commodity Code	Commodity Code	Commodity Code Desc	Foreign Amount	Am. Orig. Flag	Fund	Purpose	Project	Activity	Site	Electronic Commerce Transaction ID	Electronic Commerce Invoice ID	All	Budget	Budget	Budget	Vendor	Vendor Name	Requestor ID	Requestor	Budget Period	Fiscal Year	Description Header	Description Line					
EY789	99999	2022	Q1	00046149			TAC-095421-07			Sep 17, 2021		Sep 17, 2021	Sep 17, 2021	3				472.04	N	999998								812	0005	V	B	Sep 17, 2021	000005748	CellBare South Dakota NA TAC			2023	2023					
EY789	84000	2022	Q1	00046185			UNM 07201-LATC FESB-060521			Sep 17, 2021	Sep 17, 2021	Sep 17, 2021	Sep 17, 2021	0				391.25	N	830029								0	7403	V	V	Sep 17, 2021	000004048	The DuPont at Rose Lake			2023	2023					
EY789	830001	2022	Q1	00046184			210182750217996 0601121			Sep 17, 2021	Sep 17, 2021	Sep 28, 2021	Sep 28, 2021	0				4,382.02	N	830001								0	7304	V	V	Sep 17, 2021	000001676	Forster Communications Consultant			2023	2023					
EY789	84000	2022	Q1	00046180	000001986	000001986	7019000121	Aug 16, 2021	Aug 24, 2021	Sep 1, 2021	Sep 1, 2021	Sep 25, 2021	Sep 25, 2021	1	87028	877-42	Furniture or Equipment Rental	144.25	N	830029								0	7406	V	V	Sep 1, 2021	000001028	Fire Warner Cable	084000	Government Purchase	2023	2023			Spectrum Cable		
EY789	82000	2022	Q1	00046208	000001010	000001038	306015	Aug 30, 2021	Sep 1, 2021	Sep 15, 2021	Sep 15, 2021	Sep 25, 2021	Sep 25, 2021	1	88544	620-45	Software Maintenance	291,662.40	N	830080									0	7303	V	V	Sep 1, 2021	000001470	Future Com, LTD	082000	IT Shared Services	2023	2023			FY22 Computer Software Maintenance - On Support Renewal	
EY789	86000	2022	Q1	00046214	000000820	000000897	81321	May 14, 2018	Mar 25, 2021	Sep 10, 2021	Sep 10, 2021	Sep 25, 2021	Sep 25, 2021	1	90142	600-07	Architect, Engineering Services	6,514.45	N	180000			480000	125					0	7341	V	V	Mar 25, 2018	000001081	DNC Inc	080100	See For Completion On	2018			PO Increase #1 at 4.0% Three Year Contract with One Annual Adjustment		
EY789	82000	2022	Q1	00046223	000001026	000001037	30004208	Aug 30, 2021	Aug 30, 2021	Sep 1, 2021	Sep 1, 2021	Sep 6, 2021	Oct 4, 2021	1	98044	620-45	Software Maintenance	16,725.10	N	830080										0	7302	V	V	Sep 1, 2021	000001470	Future Com, LTD	082000	IT Shared Services	2023	2023			FY22 Computer Software Maintenance - On Support Renewal
EY789	830001	2022	Q1	00046230	000001032	000001030	106888809221	Sep 6, 2021	Sep 17, 2021	Sep 3, 2021	Sep 3, 2021	Sep 7, 2021	Oct 5, 2021	1	06434	610-75	TELECOM SERVICE MONTHLY CONTRACTS	65.00	N	830041										0	7276	V	V	Sep 1, 2021	000000572	Charter Communications d/b/a Spectrum	082000	IT Shared Services	2023	2023			Internet Prio 100
EY789	830001	2022	Q1	00046238	000001037	000001033	406200060121	Sep 7, 2021	Sep 17, 2021	Sep 3, 2021	Sep 3, 2021	Sep 16, 2021	Oct 6, 2021	1	06434	610-75	TELECOM SERVICE MONTHLY CONTRACTS	155.74	N	830041										0	7276	V	V	Sep 1, 2021	000000572	Charter Communications d/b/a Spectrum	082000	IT Shared Services	2023	2023			150 Broadband Home Service - 200 Mbps x 15 Mbps

- This report feature Business Unit, department, and FY.
- Every prompt that is on the prompt page can be found on the report.

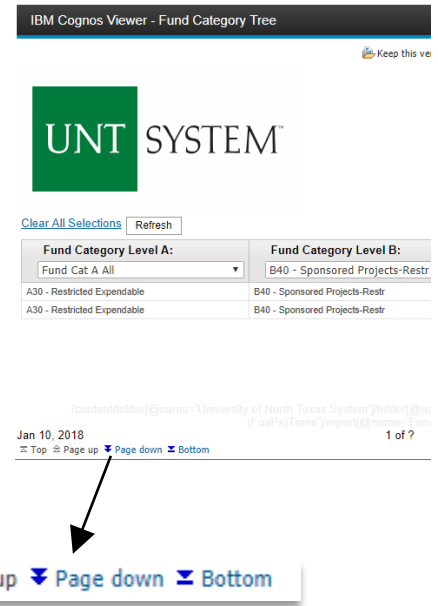
DRILL-THROUGH OPTIONS

The report currently does not have any drill-through options.

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

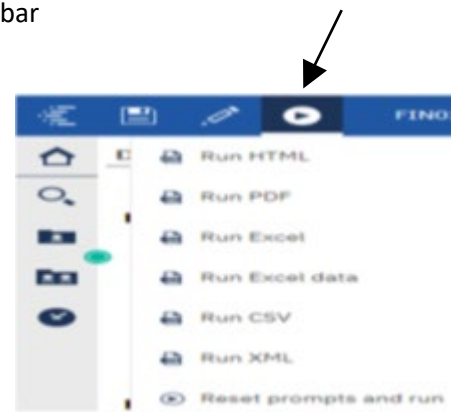
Click the “Share” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “Email”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



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



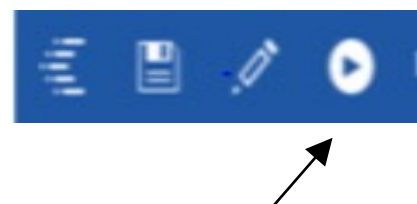
Error Results

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.

