Important Notes to Using & Reviewing Your Results

- Notes

  - **Data Population**
    This report is populated with data from the PS_Ledger_KK.

  - **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

1. From the Budget & Planning **Reporting Page**, locate "PRV001 – Provost 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.
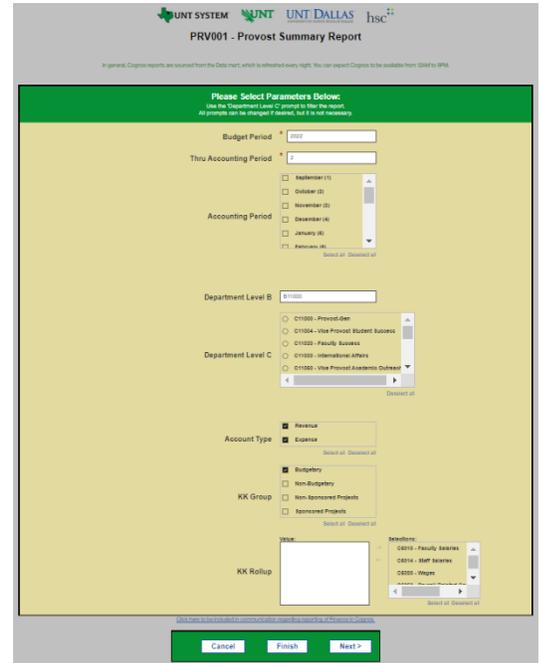
REPORT FOCUS FILTERS / PAGE 1

1. Select your parameter choices.
   (Required parameters are marked with an asterisk).

*Budget Period	The budget year automatically fills with the current operating year and you may override if you prefer by **typing** in the box.
*Thru Accounting Period	This will allow data retrieval thru a particular period entered.
Accounting Period	You may select one or multiple accounting periods by which to filter the report. *Note: If you intend on using the drill though capabilities built into the report, please use the Accounting Period check box prompt in addition to the Thru Accounting Period.*
Department Level B	Default is set to Provost (B11000).
*Department Level C	The Department Level C prompt is limited to departments under B11000. The report allows one Department Level C per report run, by design.
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 **limits** to "Budgetary" Budget Group type to focus and limit viewing results. **Unnecessary to modify** this prompt.
KK Rollup	KK Rollup, or KK Account Rollup, is used for the E&G and Designated Operating pages. **Unnecessary to modify** this prompt. *Notes: C5010, C5014, C5030, C5050, C5070, C5251, C5331, C5460, C5701, C5780, C7001, C7000, C7100, C7120, C7140, C7150, C7170*

DETAILED FILTERS – CHARTSTRING INCLUSIONS / PAGE 2

1. The following parameters are repeated for the following report pages: Education and General (105), Designated Operating (200), Discretionary Balances (202), Project Balances, HEF Balances, Non-Restricted Funds, and Restricted Funds.

    None of the following parameters need to be changed, but they exist for the option to if needed.

    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. The report contains **include** and **exclude** filters, as needed by design.

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.
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

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	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.

2. Once you have made all your selections, click the **Finish Button**.

Report Results

Report Results

REPORT FEATURES

- Results are initially displayed in an overall dashboard format, followed by consecutive pages of line detail.
- The first table breaks down total Expense Budget by Fund Category. The pie chart to the right corresponds with this table.
- The second table breaks down Transfer amounts between Accounts.
- The third table breaks down total Expense Budget by KK Account Rollup. The second pie chart to the right corresponds with this table.
- The tables on the far right correspond with their respective pages later in the report. Again, they provide a summary view of Discretionary Funds and HEF Funds.
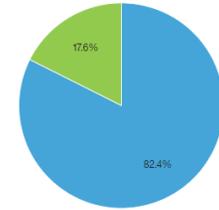
*Drill Through Capabilities are available, please see the next section.

- The next two pages provide a list report breakdown for Education and General (Fund Cat 105) and Designated Operating (Fund Cat 200). Both pages "slot" budgets in their designated KK Account Rollup.

- The slotted values appear in Green, followed by Total Budget, Actuals, Encumbrance, Pre-Encumbrance, and Budget Balance.

Faculty Salaries	Staff Salaries	Wages	Payroll Related Costs	Maintenance Operations	Travel	Communication Utilities	Scholarships Financial Aid	Capital Expense	Interest Expense	Transfer Expense	Expense Budget	Expense Actual	Encumbrance	Pre-Encumbrance	Budget Balance
5,994	-	-	-	-	-	-	-	-	-	-	5,994	5,998	4	-	(4)
-	-	-	457	-	-	-	-	-	-	-	457	457	-	-	-
-	-	-	408	-	-	-	-	-	-	-	408	408	-	-	-
-	-	-	411	-	-	-	-	-	-	-	411	411	-	-	-
102,252	883,762	8,758	3,654	-	-	-	-	-	-	-	998,425	582,922	411,175	724	3,604
-	-	-	37,266	-	-	-	-	-	-	-	37,266	37,266	-	-	-
-	-	-	10,555	-	-	-	-	-	-	-	10,555	10,555	-	-	-
-	-	-	22,930	-	-	-	-	-	-	-	22,930	22,930	-	-	-
-	-	-	71,155	-	-	-	-	-	-	-	71,155	71,155	-	-	-
-	-	-	644	-	-	-	-	-	-	-	644	644	-	-	-
-	-	-	578	-	-	-	-	-	-	-	578	578	-	-	-
-	-	-	1,752	-	-	-	-	-	-	-	1,752	1,752	-	-	-
-	17,950	-	-	12,407	-	-	-	-	-	-	30,357	9,806	7,565	-	12,986
108,246	901,712	8,758	149,809	12,407	-	-	-	-	-	-	1,180,931	744,878	418,743	724	16,587

- The remainder of report pages have Budget Balance totals.

DRILL-THROUGH OPTIONS

- Clicking on any blue underlined dollar amounts within the report will drill directly to the "FIN003 – Transaction Details" Reporting View to view the detailed transactional lines that make up that chosen amount.
- Drill-Through Capabilities only work properly when the report is run in either HTML or PDF.

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.
- 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.
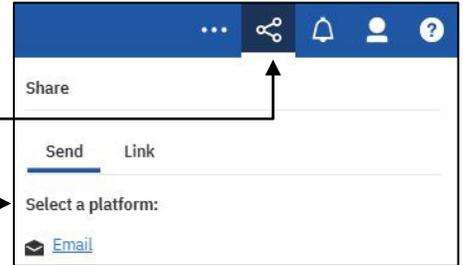
Exporting Your Report Results

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 DOWNLOAD OPTIONS

Click on the **"Run as"** button (white circle) on the upper left hand of the toolbar of your screen to see selections for running or exporting your results:

- HTML
- PDF
- Excel
- Excel Data
- CSV
- XML
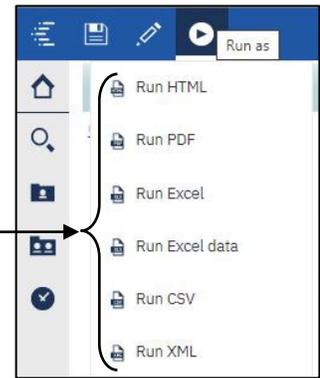
# Error Results

Error Results

The following is an example of the standard results message when Cognos cannot determine a match for your requested filters:

> *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** on the "**Run as"** button on the upper left hand of the toolbar on your screen, and then **click** on the **Reset prompts and run** option (see note below for further instruction).

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.
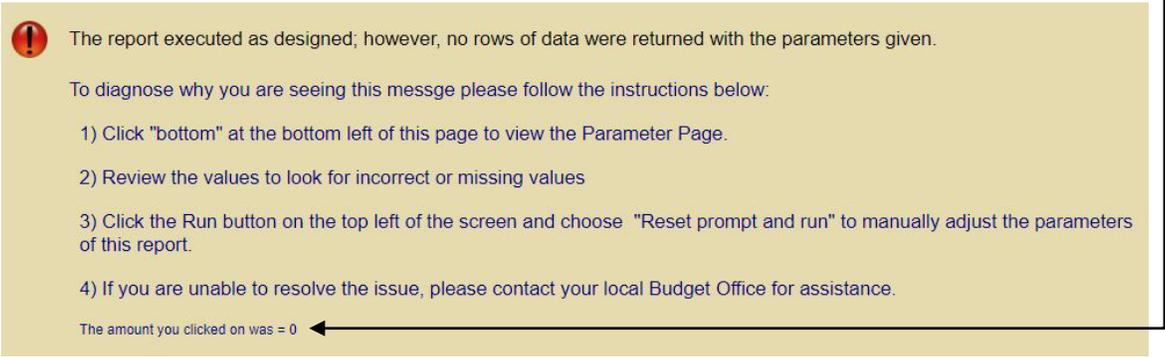
⚠ The report executed as designed; however, no rows of data were returned with the parameters given.

To diagnose why you are seeing this 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