UNT|SYSTEM

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 "PRV002 – Budget vs. Actual Revenue Report"

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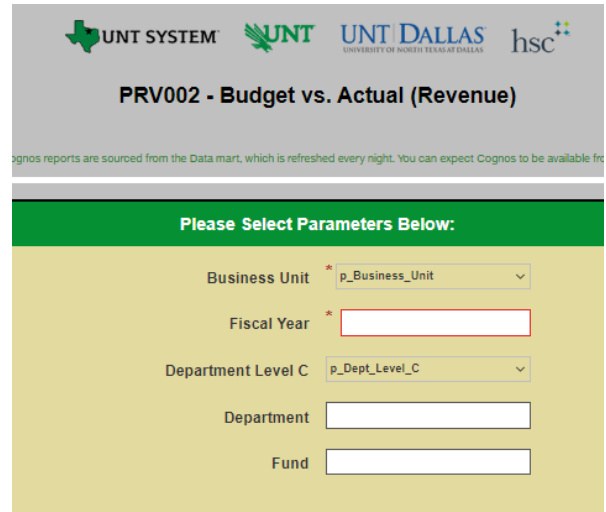
Report Setup- Prompt Pages

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.
Fiscal Year	Please enter a Fiscal year that you would like to filter by.
Department Level C	If you know a particular Department Level C you would like to filter by, **make your selection using the dropdown** here
Department	If you know a particular Department you would like to filter by, **enter** here.
Fund	If you know a particular Fund 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

- Results are grouped by Fund.
- **Fund** appears first in the reporting structure followed by C-level department, department, account, fiscal year, business unit, account type, budget amount, actual amount, and variance

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).

Back to Table of Contents

- 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
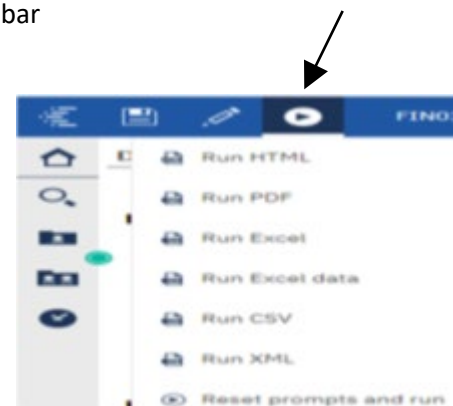
Error Results

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.