





IMPORTANT NOTES TO USING & REVIEWING YOUR RESULTS	1
LOCATE REPORT	2
REPORT SETUP - PROMPT PAGES	
REPORT FOCUS FILTERS / PAGE 1	. 2
REPORT RESULTS	3
Report FeaturesLayout Overview	. 3
EXPORTING YOUR REPORT RESULTS	4
EMAIL REPORT DIRECTLY	4
ERROR RESULTS	5
Run Report Error	. 5

Important Notes to Using & Reviewing Your Results

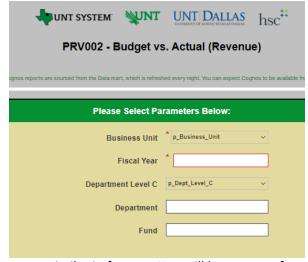
- Notes
 - Data Population
 This report is populated from the KK Ledger
 - Items without a Budgeted Amount
 All budget types will print to the report regardless of the corresponding Budget Types possessing a dollar amount or zero entry.



Locate Report

- 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

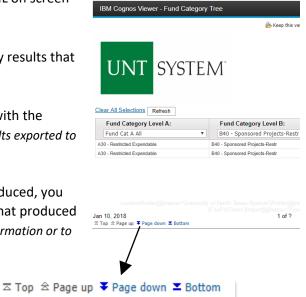
- Results are grouped by Fund.
- Fund appears first in the reporting structure followed by C-level department, department, account, fiscal year, business unit, account type, budget amount, actual amount, and variance

Eart	Completence	Distance	Among	Water of Saleshille	District State	Gaption kills	Access Spr.	Access Tigo Conselption	Titelges.	Artel	colone
17/08	198311		2000	CANADAM CHARLES	287	10.00	2.68	parametric .	1,017/2004	Special Co.	100
SOUN!	Desi								6,672,008,65	1,0700000	.000
ACCUSE:	E#000	- 0000	7660	Print has Differ Dates:	2000	60752	0.	Screen	29.00	2400	0.000
	DESTI	*****	7980	Control and Copies Principle	200	88.000	1.0	series.	THE REST	PARAME	1.00
500000	Titel								45,034,56	ASSESS	000
HOSE	6,8000	SOM:	4281	Darlinsky Dr. Processor	3000	667762	n	Bretse	000	1201.04	1.00036
MINN	Total								-000	123486	FICOLOG
CONTRACT	£8000	1000	7600	Danishon Drive Dates	3000	60702	.0	Dretar	200000	SHARKS.	0.00
8000 C	-Total								21102927	200,002	0.00
200000	C1000	130300	7001	Two londing force	1000	0.00000	. 8	Person	000.073.73	604,673,71	0.00
HORE	Total								W00,679,77	604,873.E3	080
1001001	CH000	10090	70001	Two has Directions	3000	HTTE	. A	Person	6115000	8169000	.000
MODEL -	- 100M								6140000	8140000	000
Hone	E8000	10000	8000s	75 Subsection	5000	HETTER	- 6	Parente	0.00	188000	1.880.00
	C1000	180800	7000	Two lon Dise Feeds	5000	97790	18	France	1208270000	1208/708/69	0.00
	CT000	19808	THE .	TWO TON DOM: RUCK	1002	BETTE	18	Prette	500,000.00	DESCRIPTION	0.00
HOUSE !	Total .								147,000	240000	P.000000
10087	CE000	0000	40001	Venerouse:	1000	HTTS	15	Braine	39.13000	2779.20	2001001
	67000	18880	THE	rave fore peer succe.	1000	HITTO	- 00	APRIL .	EJ0900	10,0000	080
	C1000	2000	40111	homesy fire	3000	HETTER	- 75	Ferman	1201000	10 9799.9	3013164
2007	1006								32704'000	SUPPLIES	\$500mm
10000	CFOID	2,78856	40001	valuescorra	(1907)	NOSE	M	Acres	145400	7.00	BOOKS.
	C1000	10000	7001	Tare for bline Renal	1003	HTTS	N.	France	10.45730	10,450	0.00
	CTOCO	19806	40001	DETRIKUM	100	embo	- 14	- Arama	3/1/5/00	100,100,7	THEOREM
5000AC	Desi								98036365	75000170	907500
STORE !	190011	1988	- THE .	characteria stera contr.	1000	10.00	- 0	STORES.	with the same	SHOWERE	1 99
MODELLY .	Den.								930000000	900000000	- 000

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 <u>Error Results section</u> 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

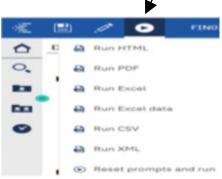
Click the "Share" symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select "Email". Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



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.

