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Important Notes to Using & Reviewing Your Results

- Notes
 - **Data Population**
This report is populated from the Cognos Finance C11 package
 - **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

“TREAS004 – Capital Expenses”

- 2. **Login** to IBM Cognos to run the report.

Report Results

Report Results

REPORT FEATURES

- Results are listed by **Business Unit** Fiscal year, and Accounting Period.
- **The Business Unit** appears first in the reporting structure followed by Fiscal year, and accounting period.

BUSINESS_UNIT	FISCAL_YEAR	ACCOUNTING_PERIOD	JOURNAL_ID	JOURNAL_DATE	JOURNAL_LINE	LINE_DESCR	PROJECT	PROJECT_DESC	MONETARY_AMOUNT	ACTIVITY	ACCOUNT_TYPE_DESCR
NT752	2016	7	0000001613	Mar 24, 2016	1	Alumniat EOC/Coliseum 035/036	F84440	HEAF - EOC COLISEUM	50	101	Expense
NT752	2016	7	AP00000527	Mar 4, 2016	21	General Conditions-not to excc	F82430	CP - UNION RENOVATION & EXPANS	325,248.93	101	Expense
NT752	2016	7	AP00000527	Mar 4, 2016	22	Bonds/Insurance/Blars Risk/La	F82430	CP - UNION RENOVATION & EXPANS	1,117.43	101	Expense
NT752	2016	7	AP00000657	Mar 2, 2016	101	Provide and install an addtio	F80089	AU-RAWLINS HALL AUTO SYS UPGRA	119,987	101	Expense
NT752	2016	7	AP00000657	Mar 2, 2016	102	Bond	F80089	AU-RAWLINS HALL AUTO SYS UPGRA	2,800	101	Expense
NT752	2016	7	AP00000657	Mar 2, 2016	152	SRX1400 CHASSIS BACKPLANE FAN	F82430	CP - UNION RENOVATION & EXPANS	17,500	101	Expense
NT752	2016	7	AP00000657	Mar 2, 2016	153	NETWORK & SERVICES PROCESSING	F82430	CP - UNION RENOVATION & EXPANS	14,000	101	Expense
NT752	2016	7	AP00000657	Mar 2, 2016	154	AC POWER SUPPL F/ SRX1400 NO PD	F82430	CP - UNION RENOVATION & EXPANS	1,400	101	Expense
NT752	2016	7	AP00000657	Mar 2, 2016	155	J-SERIES POWER CABLE US, #CBL-	F82430	CP - UNION RENOVATION & EXPANS	35	101	Expense

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

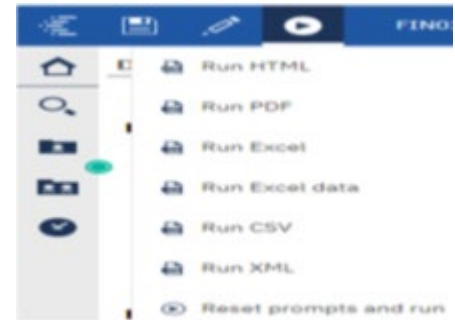
Click the “**Share**” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “**Email**”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



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.

