UNT|SYSTEM

Important Notes to Using & Reviewing Your Results

- Notes

    - **Data Population**
      This report is populated with data from the Budget and Finance for Cognos 11 package.

    - **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 "Trial Balance – Research Expenditures by Project" 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.
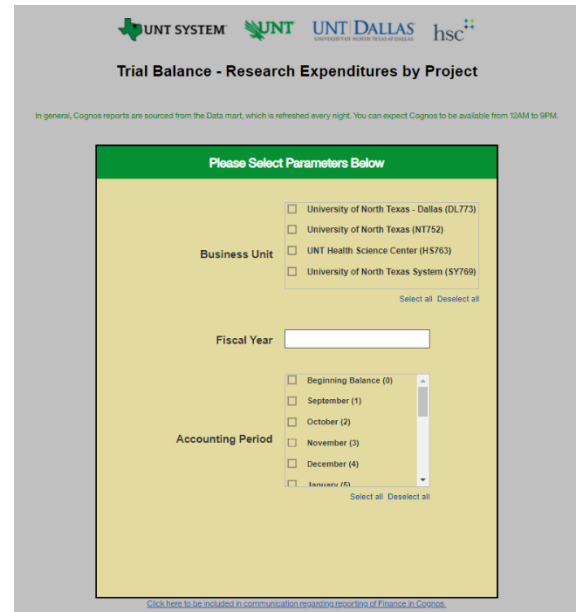
1. Select your parameter choices.
   (Select Report to Run parameter within this report is required).

Business Unit	Default will pull "All Business Units" or you may select one or multiple units by which to filter the report. You can click **Select All** to select all choices.
Fiscal Year	The budget year automatically fills with the current operating year and you may override if you prefer by **typing** in the box.
Accounting Period	This will allow data retrieval thru a particular period entered. You may select one or multiple account periods by which to filter the report. You can click **Select All** to select all choices

2. If you are satisfied with your choices, click the **Finish Button**.

Report Results

Report Results

Report Info

Business Unit	Fiscal Year	Accounting Period	Account Level A	Account Level B	Account Level B Descr	Account Level C	Account Level C Descr	Account Level D	Account Level D Descr	Department	Account	Account Description	Account Type	Project	Project Description	Fund Category	Fund	Function	Program	Purpose	Amount
DL773	2021	8	A5000	B5050	Payroll Related Costs	C5050	Payroll Related Costs	D5050	Payroll Related Costs	514200 - Psychology	50501	Payroll Tax Expense	Expense	PF70000	200710-Arxer	400 - Sponsored Restricted-Projects	190000 - Federal Direct	200 - Research-Sponsored			105.64
DL773	2021	10	A5000	B5010	Salaries and Wages	C5010	Faculty Salaries	D5010	Salaries-Faculty/Academic	514220 - Public Health	50101	Salaries-Faculty 9 Mo-FT	Expense	PF50000	201671-Garner	400 - Sponsored Restricted-Projects	190001 - Other Federal Flow Throughs	200 - Research-Sponsored			0.00
DL773	2021	9	A5000	B5050	Payroll Related Costs	C5050	Payroll Related Costs	D5050	Payroll Related Costs	514200 - Psychology	50501	Payroll Tax Expense	Expense	PF70000	200710-Arxer	400 - Sponsored Restricted-Projects	190000 - Federal Direct	200 - Research-Sponsored			105.65
DL773	2021	10	A5000	B5050	Payroll Related Costs	C5050	Payroll Related Costs	D5050	Payroll Related Costs	514200 - Psychology	50505	Retirement Expense-ORP	Expense	PF70000	200710-Arxer	400 - Sponsored Restricted-Projects	190000 - Federal Direct	200 - Research-Sponsored			97.94
DL773	2021	10	A5000	B5100	Professional Fees and Services	C5150	Design Services	D5150	Design Services	519000 - School of Human Services	51503	Production Svc	Expense	PF40010	203031-Lacy	400 - Sponsored Restricted-Projects	190002 - State Of Tx-Fed Prime	200 - Research-Sponsored			1,500.00

REPORT FEATURES

- The top left of the report will show the **Business Unit, Fiscal Year, and Period(s)**
- The rows will display information regarding the Research Expenditures such as project ID and monetary amounts

DRILL-THROUGH OPTIONS

- There is no drill-through functionality

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 Run Report and Down Load section 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.
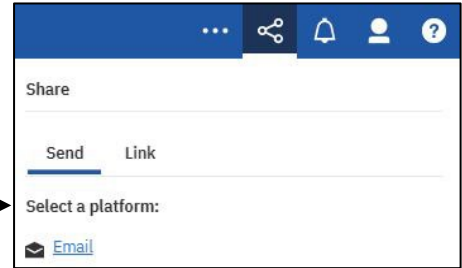
Exporting Your Report Results

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
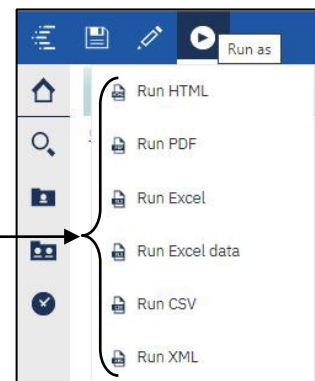
Error Results

Run Report Error

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).