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Important Notes to Using & Reviewing Your Results

- **Notes**
 - **Data Population**
This report is populated with 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 Posted & Pending**
Actuals are from approved and posted transactions.

Locate Report

1. From the Budget & Planning [Reporting Page](#), locate [“AFR012 - GL Transaction Details”](#) report
2. **Login** to IBM Cognos to run the report.

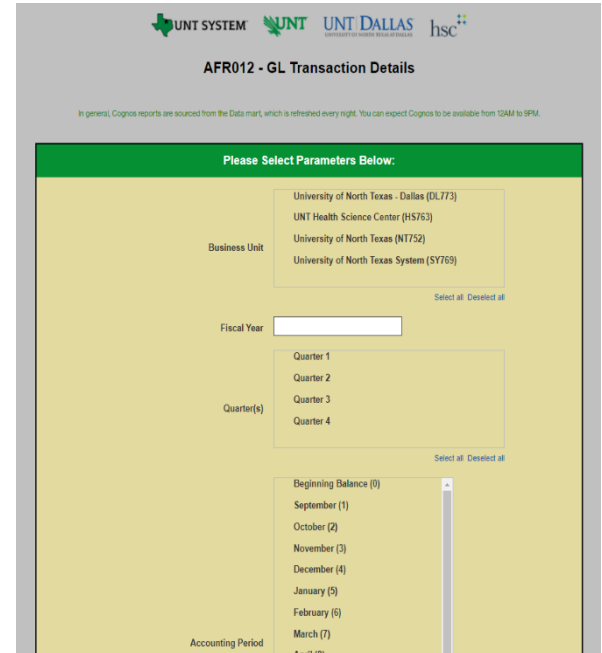
Report Setup- Prompt Pages

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.
(Only the Viewing Selection of Zero Values is required).



<i>Business Unit</i>	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.
<i>Fiscal Year</i>	The budget year automatically fills with the current operating year and you may override if you prefer by typing in the box.
<i>Quarter(s)</i>	This will allow data retrieval thru a particular quarter entered. You may select one or multiple quarters by which to filter the report. You can click Select All to select all choices.
<i>Accounting Period</i>	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.
<i>Account Type</i>	Default is set to pull all types. You do not need to click “Select All” to do so. Otherwise, choose to limit the report results by checking the appropriate box.

<i>Account Level_A</i>	If you know a particular Fund you would like to filter by, enter here. Insert items you have typed/pasted into the box will move to the Selections Box
<i>Account Level_B</i>	If you know a particular Fund you would like to filter by, enter here. Insert items you have typed/pasted into the box will move to the Selections Box
Department or Manager	You can Search by either the Department or Manager. You may type here and search. Highlight any or all results and click the Insert Button to include as your filter choice here. <i>*Notes: CTRL + Click to choose more than one.</i>
<i>Project ID/Description or Manager Name</i>	You can Search by either the ProjectID/Description or Manager Name. You may type here and search. Highlight any or all results and click the Insert Button to include as your filter choice here. <i>*Notes: CTRL + Click to choose more than one.</i>
<i>Account</i>	If you know a particular Account you would like to filter by, enter here. Insert items you have typed/pasted into the box will move to the Selections Box
<i>View Selection</i>	The Zero Values Dropdown will limit the view to only displaying items where the net of you above filtered selections equal zero. The Sort Order Dropdown controls the overall view output. This can be changed again once within the report.
<i>Account Level B Description</i>	If you know a particular Account Level B Description you would like to filter by, enter here. Insert items you have typed/pasted into the box will move to the Selections Box
<i>Function Description</i>	If you know a particular Function you would like to filter by, enter here. Insert items you have typed/pasted into the box will move to the Selections Box

2. If you are satisfied with your choices and do not need to engage Detailed Filters, click the **Finish Button**. Otherwise, to run by other FoaPs elements, click the **Next Button**.

DETAILED FILTERS – CHARTSTRING INCLUSIONS / PAGE 2

3. Select your parameter choices.

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.

<i>Fund Category</i>	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 into the box will move to the Selections Box .
<i>Fund</i>	If you know a particular Fund you would like to filter by, enter here. When you are ready, click the Insert Button . All items you have typed/pasted into the box will move to the Selections Box .
<i>Function</i>	If you know a particular Function you would like to filter by, enter here. When you are ready, click the Insert Button . All items you have typed/pasted into the box will move to the Selections Box .
<i>Department</i>	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 Selections Box .
<i>Account</i>	If you know a particular Account you would like to filter by, enter here. When you are ready, click the Insert Button . All items you have typed/pasted into the box will move to the Selections Box .
<i>Project</i>	If you chose Project(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 Selections Box .

<i>PC Business Unit</i>	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
<i>Activity</i>	If you know a particular Activity you would like to filter by, enter here. When you are ready, click the Insert Button . All items you have typed/pasted into the box will move to the Selections Box .
<i>Program</i>	If you know a particular Program you would like to filter by, enter here. When you are ready, click the Insert Button . All items you have typed/pasted into the box will move to the Selections Box .
<i>Purpose</i>	If you know a particular Purpose you would like to filter by, enter here. When you are ready, click the Insert Button . All items you have typed/pasted into the box will move to the Selections Box .
<i>Site</i>	If you know a particular Site you would like to filter by, enter here. When you are ready, click the Insert Button . All items you have typed/pasted into the box will move to the Selections Box .

4. If you are satisfied with your choices and do not need to engage FOAPs exclusion Filters, click the **Finish Button**. Otherwise, to run by excluding particular FoapPs elements, click the **Next Button**.

DETAILED FILTERS – CHARTSTRING EXCLUSIONS / PAGE 3

5. Select your parameter choices.

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.

<i>Et al...</i>	The strings listed here mirror the Inclusions descriptions listed for the previous page.
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6. When you are satisfied with your choices, **click the Finish Button** to run the report.
**If you need to make changes or want to check your filters, you can click the Back Button at any time to review and click the Finish Button from any point without having to re-enter your information.*

Detailed Filters – Additional Transaction Specific Filters / Page 4

7. Select your parameter choices.

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

<i>Journal ID</i>	If you know a particular Journal ID you would like to filter by, enter here.
<i>Journal Description</i>	If you know a particular Journal Description you would like to filter by, enter here.
<i>Journal Line Reference</i>	If you know a particular Journal Line Reference you would like to filter by, enter here.
<i>Journal Line Description</i>	If you know a particular Journal Line Description you would like to filter by, enter here.
<i>Source System</i>	If you know a particular Source System, select one using the drop-down menu
<i>Amount Passed (Informational Only)</i>	If you know a particular Amount Passed you would like to filter by, enter here.

- If you are satisfied with your choices and do not need to engage Detailed Filters, click the Finish Button

Report Results

Report Results

ACCOUNT_TYPE_L2	FUND_CATEGORY	FUND_CATEGORY_DESC	FUND	FUND_DESC	FUNCTION	FUNCTION_DESC	DEPARTMENT	DEPT_DESC	PROJECT	PROJECT_DESC	PC_BUSINESS_UNIT	ACTIVITY	PROGRAM	PROGRAM_DESC	PURPOSE	PURPOSE_DESC	SITE	SITE_DESC	MONETARY_AMOUNT
Expense	400	Sponsored Restricted-Projects	195001	State Of Tx Direct	110	Instruction-Sponsored	300220	Ctr fDiversity & Intl Progs	RS0004	CPRIT Vish 02/22	HGRCT	101							-5,490
Expense	400	Sponsored Restricted-Projects	190000	Federal Direct	110	Instruction-Sponsored	300220	Ctr fDiversity & Intl Progs	RF0007	NHLBI Ranjan 04/22 NCE	HGRCT	101							5,850
Expense	400	Sponsored Restricted-Projects	190000	Federal Direct	110	Instruction-Sponsored	300220	Ctr fDiversity & Intl Progs	RF0007	NHLBI Ranjan 04/22 NCE	HGRCT	101							7,000
Expense	400	Sponsored Restricted-Projects	195001	State Of Tx Direct	110	Instruction-Sponsored	300220	Ctr fDiversity & Intl Progs	RS0004	CPRIT Vish 02/22	HGRCT	101							-3,500
Expense	400	Sponsored Restricted-Projects	195001	State Of Tx Direct	110	Instruction-Sponsored	300220	Ctr fDiversity & Intl Progs	RS0004	CPRIT Vish 02/22	HGRCT	101							-1,400
Expense	400	Sponsored Restricted-Projects	195001	State Of Tx Direct	110	Instruction-Sponsored	300220	Ctr fDiversity & Intl Progs	RS0004	CPRIT Vish 02/22	HGRCT	101							-10
																			\$2,450.00



REPORT FEATURES

- The results show all the related details to a transaction made on the GL. The data will then sum up all the monetary amounts of those transactions and give a grand total.

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.

	C9000 - Suspense and Clearing	D9100 - Expense Clearing	91003 - Undistributed P-Card Exp	649.25	649.25
			91005 - Undistributed Trav CC Exp	0.00	0.00
			Total	649.25	649.25
	Total			649.25	649.25
Total				34,170,371.53	34,170,371.53
Total				0	0

Sep 29, 2021 1 12:03:59 PM
 ⏪ Top ⏩ Page up ⏴ Page down ⏵ Bottom

Report - Total

⏪ Top ⏩ Page up ⏴ Page down ⏵ Bottom

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

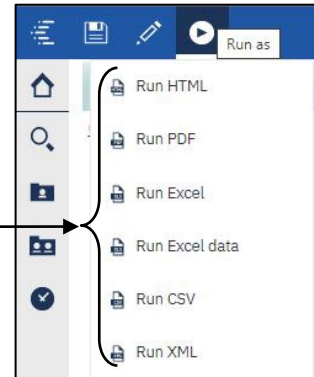
Click the “**Share**” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “**Email**”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.

The screenshot shows the upper right corner of the Cognos interface. A toolbar contains icons for a menu (three dots), share (a square with a plus sign), a bell (notifications), a user profile, and a help icon (question mark). A dropdown menu is open under the share icon, showing the word 'Share' at the top. Below it are two options: 'Send' and 'Link'. Under 'Send', there is a section titled 'Select a platform:' with an 'Email' option indicated by a blue checkmark.

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).