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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.
  - **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 [“AFR021 – Matrix of Operating Expenses Extra”](#)
2. **Login** to IBM Cognos to run the report.

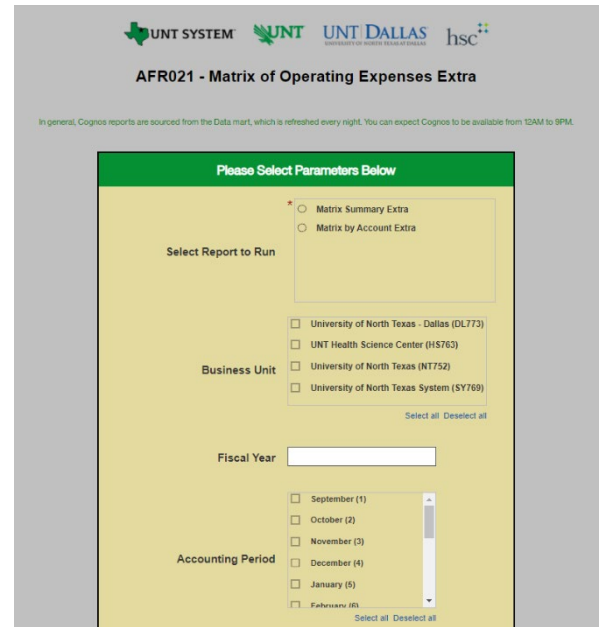
## Report Setup- Prompt Pages

### 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

1. Select your parameter choices.  
(Only the Viewing Selection of Zero Values is required).



|                             |   |
|-----------------------------|---|
| <i>Select Report to Run</i> | You may select only one report to run   |
| <i>Business Unit</i>        | Default will pull “All Units” or you may use the <b>Dropdown</b> to select one particular unit by which to filter the report.   |
| <i>Fiscal Year</i>          | The budget year automatically fills with the current operating year and you may override if you prefer by <b>typing</b> in the box.   |
| <i>Account 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 <b>Select All</b> to select all choices. |

# Report Results

## Report Results

Functions

Report Info

Level-A

Level-B

| Report: Matrix Summary Extra<br>Business Unit: H5763<br>Fiscal Year: 2021<br>Period: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 999, 999, 992 |                                | Instruction            | Research               | Public Service         | Academic Support       | Student Services      | Institutional Support  | Operations and Maintenance of Plant | Scholarships and Fellowships | Auxiliary Enterprises | Depreciation and Amortization | Independent Operations | Capital Projects | Total                   |
|---|--------------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|------------------------|-------------------------------------|------------------------------|-----------------------|-------------------------------|------------------------|------------------|-------------------------|
| A5000 - Operating Expenses  | Cost of Goods Sold             |                        |                        |                        |                        |                       |                        | 0.00                                |                              |                       |                               |                        |                  | \$0.00                  |
|   | Salaries and Wages             | 47705,448.00           | 14,927,219.25          | 25,200,029.00          | 10,055,524.70          | 4,058,745.64          | 10,480,046.24          | 5,726,253.90                        | 269,474.90                   | 25,297.73             |                               |                        |                  | \$115,414,449.20        |
|   | Payroll Related Costs          | 11,950,258.06          | 3,981,807.58           | 3,881,853.21           | 3,720,723.86           | 1,263,500.68          | 2,873,329.00           | 1,678,343.00                        | 8,308.64                     | 38,234.80             |                               |                        |                  | \$29,724,996.73         |
|   | Professional Fees and Services | 1,845,988.26           | 6,288,781.45           | 32,477,658.32          | 978,980.81             | 307,867.27            | 3,289,697.26           | 94,415,666                          | 0.00                         | 12,293.80             |                               | 26,294.00              |                  | \$46,109,544.45         |
|   | Federal Pass-Through Expenses  | 34,867.93              | 920,453.63             | 102,254.63             |                        |                       |                        | 0.00                                |                              |                       |                               |                        |                  | \$1,057,585.89          |
|   | State Pass-Through Expenses    |                        | 0.00                   | 0.00                   |                        |                       |                        | 0.00                                |                              |                       |                               |                        |                  | \$0.00                  |
|   | Travel                         | 32,631.85              | 19,737.70              | 31,209.32              | 4,614.30               | 3,238.99              | 4,677.65               | 12,448.08                           |                              | 821.19                |                               |                        |                  | \$109,378.85            |
|   | Materials and Supplies         | 3,429,040.73           | 8,555,049.24           | 3,378,808.93           | 1,973,118.97           | 289,177.09            | 824,859.29             | 1,763,308.24                        | 14,644.13                    | 8,553.30              | 0.00                          |                        |                  | \$22,335,812.73         |
|   | Communication and Utilities    | 7,310.62               | 0.00                   | 0.00                   | 220,877.22             | 0.00                  | 32,234.94              | 2,194,769.06                        |                              | 33,933.71             |                               |                        |                  | \$2,489,175.54          |
|   | Repairs and Maintenance        | 586,564.84             | 377,800.66             | 1,463,777.06           | 732,318.35             | 6,018.00              | 63,181.60              | 4,072,369.78                        |                              | 14,400.00             |                               |                        |                  | \$7,291,090.80          |
|   | Rentals and Leases             | 680,681.80             | 23,777.84              | 234,152.66             | 709,532.26             | 103,715.87            | 276,247.43             | 78,986.39                           |                              |                       |                               |                        |                  | \$2,403,281.96          |
|   | Printing and Reproduction      | 63,793.97              | 130,812.87             | 6,381.39               | 28,234.96              | 49,079.61             | 49,749.88              | 2,764.96                            |                              | 2,221.30              |                               |                        |                  | \$313,735.27            |
|   | Depreciation and Amortization  |                        |                        |                        |                        |                       |                        |                                     |                              |                       | 19,436,675.38                 |                        |                  | \$19,436,675.38         |
|   | Scholarships                   | 2,480.00               | 31,908.17              |                        |                        |                       |                        | 0.00                                | 1,745,917.87                 |                       |                               |                        |                  | \$1,779,254.14          |
|   | Asset Retirement Obligation    |                        |                        |                        |                        |                       |                        | 61,728.61                           |                              |                       |                               |                        |                  | \$61,728.61             |
|   | Claims and Losses              | 168,232.00             |                        |                        |                        |                       |                        |                                     |                              |                       |                               |                        |                  | \$168,232.00            |
|   | Other Operating Expenses       | 4,877,923.40           | 1,651,324.68           | 854,098.79             | 1,013,564.00           | 280,600.28            | 276,101.93             | 328,894.00                          | 0.00                         | 6,333.00              |                               | 124,945.10             | 0.00             | \$8,865,330.39          |
|   | F&A Expenses                   | 61,627.67              | 2,128,252.00           | 2,279,730.20           |                        |                       |                        |                                     |                              |                       |                               |                        |                  | \$11,466,739.99         |
|   | <b>Total</b>                   | <b>71,146,406.47</b>   | <b>45,786,614.49</b>   | <b>60,569,656.15</b>   | <b>25,366,338.50</b>   | <b>6,261,929.53</b>   | <b>20,200,726.00</b>   | <b>17,965,453.21</b>                | <b>2,030,878.81</b>          | <b>195,400.52</b>     | <b>19,436,675.38</b>          | <b>0.00</b>            | <b>0.00</b>      | <b>\$288,120,139.78</b> |
| A4000 - Operating Revenues  | Internal Charge Income         | 0.00                   | 0.00                   | 0.00                   | 0.00                   | 0.00                  | 0.00                   | 0.00                                |                              |                       |                               |                        |                  | \$0.00                  |
|   | <b>Total</b>                   | <b>0.00</b>            | <b>0.00</b>            | <b>0.00</b>            | <b>0.00</b>            | <b>0.00</b>           | <b>0.00</b>            | <b>0.00</b>                         | <b>0.00</b>                  | <b>0.00</b>           | <b>0.00</b>                   | <b>0.00</b>            | <b>0.00</b>      | <b>\$0.00</b>           |
| A9000 - Suspense and Clearing   | Suspense and Clearing          |                        |                        |                        |                        |                       | (650,131.67)           |                                     |                              |                       |                               |                        |                  | (\$650,131.67)          |
|   | <b>Total</b>                   | <b>0.00</b>            | <b>0.00</b>            | <b>0.00</b>            | <b>0.00</b>            | <b>0.00</b>           | <b>(650,131.67)</b>    | <b>0.00</b>                         | <b>0.00</b>                  | <b>0.00</b>           | <b>0.00</b>                   | <b>0.00</b>            | <b>0.00</b>      | <b>(\$650,131.67)</b>   |
| <b>Total</b>  |                                | <b>\$71,146,406.47</b> | <b>\$45,786,614.49</b> | <b>\$60,569,656.15</b> | <b>\$25,366,338.50</b> | <b>\$6,261,929.53</b> | <b>\$19,350,594.43</b> | <b>\$17,365,453.21</b>              | <b>\$2,030,878.81</b>        | <b>\$195,400.52</b>   | <b>\$19,436,675.38</b>        | <b>\$0.00</b>          | <b>\$0.00</b>    | <b>\$287,469,878.11</b> |

Totals

## REPORT FEATURES

- The top left of the report will show the **report selected, Business Unit, Fiscal Year, and Period(s)**
- The left side is organized by **Level A categorization, Level B categorization**, and the columns are organized by **function groups** which then together give results showing the monetary sums of all transactions regarding those **A-levels, B-levels**, and those functions
- The Totals on the bottom and right are for the totals of the **Functions and B-Levels**

## DRILL-THROUGH OPTIONS

- There are drill-throughs on both the **non-total rows** and the **total rows**
- When clicking one of the non-total rows, it will drill-through to **AFR012 – GL Transaction Details** and show all transactions relevant to the number displayed in the cell you clicked
- When clicked one of the total rows, it will drill-through to **AFR012 – GL Transaction Details** and show all transactions relevant to the numbers displayed in the cell you clicked

# 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

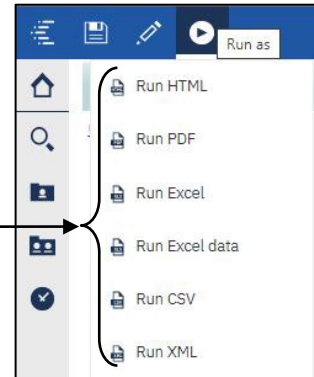
Click the “**Share**” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “**Email**”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.

The screenshot shows a toolbar with a 'Share' icon (three connected nodes) and a bell icon. A dropdown menu is open, showing 'Share' at the top, followed by 'Send' and 'Link' options. Below these is a 'Select a platform:' section with an 'Email' option highlighted with a blue underline and an envelope icon.

**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).

### Drill-Through Message or Error

The message below will be displayed when a zero amount without supporting details is clicked on during a drill through. The same message will be displayed when a drill through has error. If that happens, the statement below, “The amount you clicked on was,” will match the amount clicked on the report.

 The report executed as designed; however, no rows of data were returned with the parameters given.

To diagnose why you are seeing this message please follow the instructions below:

- 1) Click "bottom" at the bottom left of this page to view the Parameter Page.
- 2) Review the values to look for incorrect or missing values
- 3) Click the Run button on the top left of the screen and choose "Reset prompt and run" to manually adjust the parameters of this report.
- 4) If you are unable to resolve the issue, please contact your local Budget Office for assistance.

The amount you clicked on was = 0 ←