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 “Donor Letters_Primary”

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.
   (No parameters within this report are required).

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Default will pull “All Units” or you may select one particular unit by which to filter the report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>If you know a particular Fiscal Year you would like to filter by, enter here.</td>
</tr>
<tr>
<td>Department</td>
<td>You can Search by Department, you may type here and search. Your results appear in the left box. Highlight any or all results and click the Insert Button to include as your filter choice here. *Notes: CTRL + Click to choose more than one. If you need to view several departments and have a numbered list, you can use the department selection on the Detailed Filters/Page 2 below.</td>
</tr>
<tr>
<td>Account</td>
<td>If you know a particular Account you would like to filter by, enter here.</td>
</tr>
<tr>
<td>Fund</td>
<td>If you know a particular Fund you would like to filter by, enter here.</td>
</tr>
</tbody>
</table>
Program

If you know a particular Program you would like to filter by, enter here.

Fund Category

You can Search by Fund Category, you may type here and search. Your results appear in the left box. Highlight any or all results and click the Insert Button to include as your filter choice here.

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

Report Results

REPORT FEATURES

• The rows will display information regarding the Donor Letters_Primary: Department, Department Description, Fund, Fund Category, Fun Category Description, Account, Account Description, Program, Fiscal Year, Account Period, Budget Unit, Monetary Amount, Account Type Description, and Category.

DRILL-THROUGH OPTIONS

Drill-through options are not available for this report

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 Download 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).