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Important Notes to Using & Reviewing Your Results

- **Notes**
 - **Data Population**
This report is populated with the “Activity Log with Pre 9.2 Data” (PS_KK_Activity_Log) transactions.
 - **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 “FIN009 - Procure to Pay (P2P) Encumbrance Management Report”
2. **Login** to IBM Cognos to run the report.

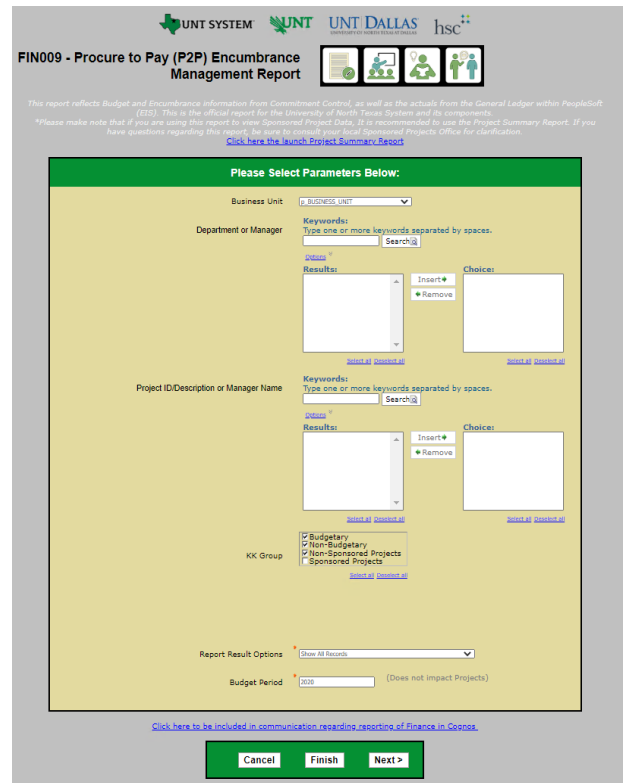
Report Setup- Prompt Pages

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.
(No parameters within this report are required).



| | |
|---------------------------|---|
| <i>Budget Period</i> | The budget year automatically fills with the current operating year and you may override if you prefer by typing in the box. |
| <i>Business Unit</i> | Default will pull “All Units” or you may use the Dropdown to select one particular unit by which to filter the report. |
| <i>Department Manager</i> | You can Search by either the DeptID, Dept Descriptions or if you know the manager, you may type here and search. For further search features, click the Options Link to expand additional search methods. Your results appear in the left box. 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. 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.</i> |
| <i>Project ID...</i> | You can Search by either the Project ID, Project Descriptions or if you know the manager, you may type here and search. For further search features, click the Options Link to expand additional search methods. 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.

KK Group

Default **unchecked** will allow for all. You do not need to click "Select All" to do so. Otherwise, choose to **limit** it to Budget Group type by **checking** the appropriate boxes to focus and limit viewing results.

Report Result Options

Default **Show only outstanding Encumbrances & Pre-Encumbrances** to focus and limit viewing results to those Outstanding. You do not need to select an option if this is what you'd like to do. Otherwise, choose to **Show All Records** to show all results for the selected filters.

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.

Fund Category

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 in to the box will move to the **Choices Box**.

Fund

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

Function

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

Department

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 Choices Box . |
| <i>Account</i> | If you know a particular Account you would like to filter by, enter here. |
| <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 Choices 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. |
| <i>Program</i> | If you know a particular Program you would like to filter by, enter here. |
| <i>Purpose</i> | If you know a particular Purpose you would like to filter by, enter here. |
| <i>Site</i> | If you know a particular Site you would like to filter by, enter here. |

- 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 FoAPs elements, click the **Next Button**.

DETAILED FILTERS – CHARTSTRING EXCLUSIONS / PAGE 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>Et al...</i> | The strings listed here mirror the Inclusions descriptions listed for the previous page. |
|-----------------|--|

- 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.*

Report Results

Report Results

REPORT FEATURES

- Results are grouped by **Departments**. Each Department is structured in the following order:
 1. Requisition > Purchase Order > Voucher
 2. Purchase Orders without Requisition
 3. Vouchers without Purchase Orders
 indicated to the **right of the Department** line. (Note: Not all departments show each section)
- The **Teal Bars** indicate column headings and appear on each section.
- The **Light Green Bars** indicate the first section: Requisition > Purchase Order > Voucher.
- The **Dark Brown Bars** indicate the second section: Purchase Orders without Requisitions.
- The **White Bars** indicate the third section: Vouchers without Purchase Orders. (Only where applicable: this field will only show when the Report Result Prompt is set to "Show All Records")
- The **Light Blue Bar** at the end of the reporting structure groupings indicates an **Overall Total** section, reporting overall totals of Pre-Encumbrance and Encumbrance for the department(s) included in the report. (The **Actuals** column on "Overall - Total" will show when the Report Result Prompt is set to "Show All Records")

UNT SYSTEM Procure to Pay (P2P) Encumbrance Management Report

Department: 111050 - Student Success-Gen Requisition -> Purchase Order -> Voucher

| Requisition | Purchase Order | Voucher | P2P Document | Pre-Encumbrance | Encumbrance | Actual | Transaction Date | |
|---|----------------|----------|----------------|-----------------|---------------|-----------------|--|------------------|
| 0000235688 | 0000231000 | | Requisition | 1,998.08 | 0.00 | 0.00 | Sep 4, 2019 | |
| | | | Purchase Order | (1,998.08) | 1,998.08 | 0.00 | Nov 18, 2019 | |
| | 0000231000 | 00711327 | Voucher | 0.00 | (536.52) | 536.52 | Nov 21, 2019 | |
| | 0000231000 | 00711326 | Voucher | 0.00 | (74.84) | 74.84 | Nov 21, 2019 | |
| | 0000231000 | 00711324 | Voucher | 0.00 | (74.84) | 74.84 | Nov 21, 2019 | |
| | 0000231000 | 00717077 | Voucher | 0.00 | (74.84) | 74.84 | Jan 22, 2020 | |
| | 0000231000 | 00721905 | Voucher | 0.00 | (74.84) | 74.84 | Feb 27, 2020 | |
| | 0000231000 | 00722210 | Voucher | 0.00 | (126.73) | 126.73 | Mar 2, 2020 | |
| | 0000231000 | 00724884 | Voucher | 0.00 | (74.84) | 74.84 | Mar 25, 2020 | |
| | 0000231000 | 00730143 | Voucher | 0.00 | (74.84) | 74.84 | Jun 26, 2020 | |
| | 0000231000 | 00730568 | Voucher | 0.00 | (142.18) | 142.18 | Jul 7, 2020 | |
| Requisition: 0000235688 - Total for Ricoh USA (0000061241) | | | | 0.00 | 243.61 | 1,254.47 | | |
| Department: 111050 - Student Success-Gen Purchase Orders without Requisitions | | | | | | | | |
| Requisition | Purchase Order | Voucher | P2P Document | Pre-Encumbrance | Encumbrance | Actual | Transaction Date | |
| - | 0000223759 | | Purchase Order | - | 1,250.00 | 0.00 | Sep 7, 2019 | |
| - | | 00706452 | Voucher | - | (500.00) | 500.00 | Oct 16, 2019 | |
| - | | | Purchase Order | - | (750.00) | 0.00 | Jun 11, 2020 | |
| Purchase Order: 0000223759 - Total for 2x2 Media LLC (0000016257) | | | | - | 800 | 100.00 | | |
| - | 0000227005 | | Purchase Order | - | 111.97 | 0.00 | Sep 7, 2019 | |
| Purchase Order: 0000227005 - Total for Summus Dell Products (0000006227) | | | | - | 111.97 | 0.00 | | |
| - | 0000227006 | | Purchase Order | - | 97.98 | 0.00 | Sep 7, 2019 | |
| Purchase Order: 0000227006 - Total for Summus Dell Products (0000006227) | | | | - | 97.98 | 0.00 | | |
| Department: 111050 - Student Success-Gen Vouchers without Purchase Orders | | | | | | | | |
| Requisition | Purchase Order | Voucher | P2P Document | Pre-Encumbrance | Encumbrance | Actual | Vendor | Transaction Date |
| - | | 00710225 | Voucher | - | - | 849.60 | Maxwell,Lisa | Nov 13, 2019 |
| - | | 00712808 | Voucher | - | - | 8.21 | EAN Holdings dba Enterprise Rent a Car | Dec 16, 2019 |
| - | | 00721710 | Voucher | - | - | 1,027.54 | Maxwell,Lisa | Feb 26, 2020 |
| - | | 00721729 | Voucher | - | - | 1,052.76 | Jackson,Joel Robert | Feb 26, 2020 |
| - | | 00724825 | Voucher | - | - | 624.88 | Woodard,Harold | Mar 27, 2020 |
| - | | 0705827A | Voucher | - | - | 1,074.96 | Foltz,Amanda Rae | Nov 20, 2019 |
| - | | 0706730A | Voucher | - | - | 906.24 | Sellers,Megan Lorene | Nov 11, 2019 |
| Department: 111050 - Student Success-Gen | | | | 150 | 953.56 | 12,973.1 | | |
| Overall - Total | | | | 150 | 953.56 | 12,973.1 | | |

DRILL-THROUGH OPTIONS

- Clicking on any blue underlined dollar amounts within the **Pre-Encumbrance** column will drill directly through to the "FIN003 - Transaction Details (Pre-Encumbrances)" Reporting View to view the detailed transactional line that makes up the chosen amount.

UNT SYSTEM Procure to Pay (P2P) Encumbrance Management Report

Department: 928000 - Budget & Planning Requisition -> Purchase Order -> Voucher

| Requisition | Purchase Order | Voucher | P2P Document | Pre-Encumbrance | Encumbrance | Actual | Transaction Date |
|--|----------------|----------|----------------|-----------------|-------------------|-------------------|------------------|
| 0000010156 | | | Requisition | 45,000.00 | 0.00 | 0.00 | Oct 10, 2019 |
| | 0000009301 | | Purchase Order | (45,000.00) | 45,000.00 | 0.00 | Oct 14, 2019 |
| | 0000009391 | 00042245 | Voucher | 0.00 | (15,000.00) | 15,000.00 | Dec 3, 2019 |
| Requisition: 0000010156 - Total For Smart ERP Solutions Inc (0000023454) | | | | 0.00 | 30,000.00 | 15,000.00 | |
| 0000010181 | | | Requisition | 521,751.00 | 0.00 | 0.00 | Nov 5, 2019 |
| | 0000009449 | | Purchase Order | (521,751.00) | 521,751.00 | 0.00 | Nov 7, 2019 |
| | 0000009449 | 00042566 | Voucher | 0.00 | (175,000.00) | 175,000.00 | Jan 16, 2020 |
| | 0000009449 | 00042691 | Voucher | 0.00 | (84,500.00) | 84,500.00 | Jan 29, 2020 |
| | 0000009449 | 00043276 | Voucher | 0.00 | (1,000.00) | 1,000.00 | Apr 21, 2020 |
| | 0000009449 | 00043383 | Voucher | 0.00 | (6,187.50) | 6,187.50 | May 12, 2020 |
| | 0000009449 | 00043521 | Voucher | 0.00 | (38,187.50) | 38,187.50 | Jun 8, 2020 |
| Requisition: 0000010181 - Total for SHI Government Solutions Inc (0000001390) | | | | 0.00 | 216,876.00 | 304,875.00 | |

- Clicking on any blue underlined dollar amounts within the **Encumbrance column** will drill directly through to the “[FIN003 - Transaction Details \(Encumbrances\)](#)” Reporting View to view the detailed transactional line that makes up the chosen amount.

| Requisition | Purchase Order | Voucher | P2P Document | Encumbrance | Pre-Encumbrance | Actual | Transaction Date |
|--|----------------|----------|----------------|--------------|-------------------|-------------------|------------------|
| 0000010156 | | | Requisition | 45,000.00 | 0.00 | 0.00 | Oct 10, 2019 |
| | 0000009391 | | Purchase Order | (45,000.00) | 45,000.00 | 0.00 | Oct 14, 2019 |
| | 0000009391 | 00042245 | Voucher | 0.00 | (15,000.00) | 15,000.00 | Dec 3, 2019 |
| Requisition: 0000010156 - Total for Smart ERP Solutions Inc. (0000023454) | | | | 0.00 | 30,000.00 | 15,000.00 | |
| 0000010181 | | | Requisition | 521,751.00 | 0.00 | 0.00 | Nov 5, 2019 |
| | 0000009449 | | Purchase Order | (521,751.00) | 521,751.00 | 0.00 | Nov 7, 2019 |
| | 0000009449 | 00042566 | Voucher | 0.00 | (175,000.00) | 175,000.00 | Jan 16, 2020 |
| | 0000009449 | 00042691 | Voucher | 0.00 | (84,500.00) | 84,500.00 | Jan 29, 2020 |
| | 0000009449 | 00043276 | Voucher | 0.00 | (1,000.00) | 1,000.00 | Apr 21, 2020 |
| | 0000009449 | 00043383 | Voucher | 0.00 | (6,187.50) | 6,187.50 | May 12, 2020 |
| | 0000009449 | 00043521 | Voucher | 0.00 | (38,187.50) | 38,187.50 | Jun 8, 2020 |
| Requisition: 0000010181 - Total for SHI Government Solutions Inc (0000001390) | | | | 0.00 | 216,876.00 | 304,875.00 | |

- Clicking on any blue underlined dollar amounts within the **Actual column** will drill directly through to the “[FIN003 - Transaction Details \(Actuals\)](#)” Reporting View to view the detailed transactional line that makes up the chosen amount.

| Requisition | Purchase Order | Voucher | P2P Document | Encumbrance | Pre-Encumbrance | Actual | Transaction Date |
|--|----------------|----------|----------------|--------------|-------------------|-------------------|------------------|
| 0000010156 | | | Requisition | 45,000.00 | 0.00 | 0.00 | Oct 10, 2019 |
| | 0000009391 | | Purchase Order | (45,000.00) | 45,000.00 | 0.00 | Oct 14, 2019 |
| | 0000009391 | 00042245 | Voucher | 0.00 | (15,000.00) | 15,000.00 | Dec 3, 2019 |
| Requisition: 0000010156 - Total for Smart ERP Solutions Inc. (0000023454) | | | | 0.00 | 30,000.00 | 15,000.00 | |
| 0000010181 | | | Requisition | 521,751.00 | 0.00 | 0.00 | Nov 5, 2019 |
| | 0000009449 | | Purchase Order | (521,751.00) | 521,751.00 | 0.00 | Nov 7, 2019 |
| | 0000009449 | 00042566 | Voucher | 0.00 | (175,000.00) | 175,000.00 | Jan 16, 2020 |
| | 0000009449 | 00042691 | Voucher | 0.00 | (84,500.00) | 84,500.00 | Jan 29, 2020 |
| | 0000009449 | 00043276 | Voucher | 0.00 | (1,000.00) | 1,000.00 | Apr 21, 2020 |
| | 0000009449 | 00043383 | Voucher | 0.00 | (6,187.50) | 6,187.50 | May 12, 2020 |
| | 0000009449 | 00043521 | Voucher | 0.00 | (38,187.50) | 38,187.50 | Jun 8, 2020 |
| Requisition: 0000010181 - Total for SHI Government Solutions Inc (0000001390) | | | | 0.00 | 216,876.00 | 304,875.00 | |

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 Options](#) 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 of your screen 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 to return to your first page.

IBM Cognos Viewer - Fund Category Tree

Keep this ve

UNT SYSTEM

Clear All Selections Refresh

| Fund Category Level A: | Fund Category Level B: |
|-----------------------------|--------------------------------|
| Fund Cat A All | B40 - Sponsored Projects-Restr |
| A30 - Restricted Expendable | B40 - Sponsored Projects-Restr |
| A30 - Restricted Expendable | B40 - Sponsored Projects-Restr |

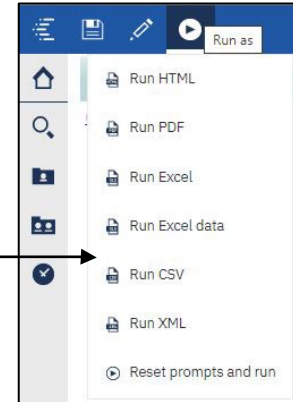
Jan 10, 2018

Top Page up Page down Bottom

Top Page up Page down Bottom

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, and then **click** on the **Reset prompts and run** option.



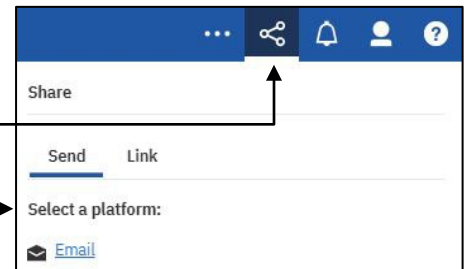
Exporting Your Report Results

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

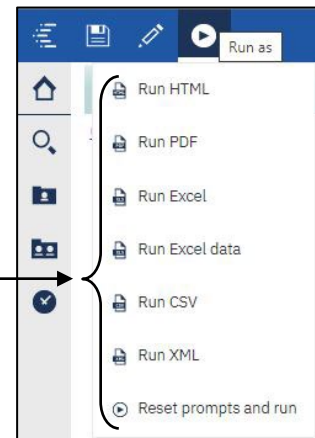
Click the **“Share”** symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select **“Email”**. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



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
- Reset prompts and run



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).

Please refer to Page 7 of this guide, under the section titled [In Report Filtering and Controls](#) for visual aids

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 ←