Important Notes to Using & Reviewing Your Results

- Notes
  - Data Population
    This report is populated with data from the 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
    Actuals are from approved and posted transactions.
Locate Report

1. From the Budget & Planning Reporting Page, locate “FIN022 – Concur Encumbrance Summary” report.

2. Login to IBM Cognos to run the report.

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>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Default will pull “All Units” or you may use the Dropdown to select one particular unit by which to filter the report.</td>
</tr>
<tr>
<td>Budget Year</td>
<td>Please enter a budget year to filter the report.</td>
</tr>
<tr>
<td>Department</td>
<td>Please enter a Department number or multiple numbers and click search to filter the report. Click the arrow to bring each department to the right box before continuing with another department.</td>
</tr>
<tr>
<td>Project ID</td>
<td>Please enter a Project ID or multiple IDs and click search to filter the report. Click the arrow to bring each ProjectID to the right box before continuing with another ProjectID.</td>
</tr>
</tbody>
</table>

2. Click the Finish Button.
Report Results

REPORT FEATURES

- On the first page, results are grouped by Department.
- The results are more detailed and are grouped by Department and RequestID.
- Information such as Request Date, Employee Name, Employee Status, and Amounts can be found on the second page.

DRILL-THROUGH OPTIONS

- Clicking on any of the underlined dollar amounts will drill-through to the “FIN003 – Transaction Detail Report” to view the detailed transactional line that makes up the chosen amount.

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.

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.

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 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

An example of the standard results message when Cognos cannot determine a match for your requested filters is:

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 the “Run as” button on the upper left hand of the toolbar on your screen.

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.