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Important Notes to Using & Reviewing Your Results

- **Notes**
 - **Data Population**
This report is populated from the KK Ledger
 - **Items without a Budgeted Amount**
All budget types will print to the report regardless of the corresponding Budget Types possessing a dollar amount or zero entry.

Locate Report

1. From the Budget & Planning [Reporting Page](#), locate “FIN023 – Concur Trip” Report
2. **Login** to IBM Cognos to run the report.

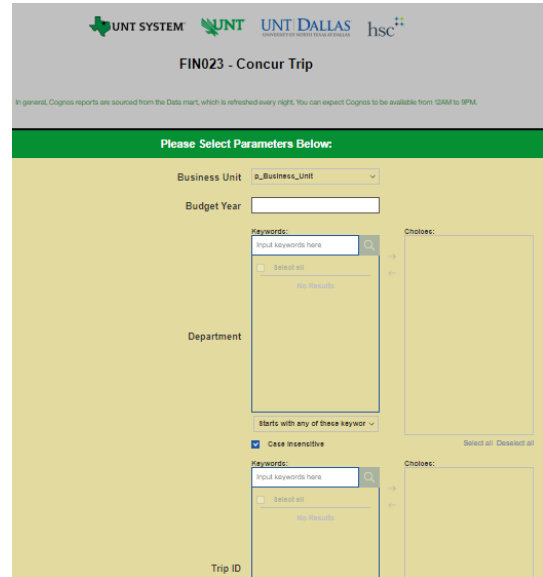
Report Setup- Prompt Pages

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>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>Budget Year</i>	If you know a particular Budget Year you would like to filter by, enter here.
<i>Department</i>	You can Search by the DeptID and click the Search 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>Trip ID</i>	You can Search by the TripID and click the Search 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>

Employee ID	You can Search by the Employee ID and click the Search 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>
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.
Project	If you know a particular Project you would like to filter by, enter here.
Purpose	If you know a particular Purpose you would like to filter by, enter here.
Site	If you know a particular Site you would like to filter by, enter here.

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

Report Results

Report Results

REPORT FEATURES

- Results are grouped by **department, RequestID.**
- The total for each trip/requestID, department, and overall total are included at the bottom of the table.

Concur Encumbrance Amount

Department	Request ID	Employee ID	Employee Name	Trip Name	Trip Type	Request Submit Date	Trip Start Date	Trip End Date	Trip Purpose
927000	3J4F	10089279	LYBRAND, LUKE	TREASURY SYPOSIUM 2022	OUT-OF-STATE	2021-12-20	2022-01-30	2022-02-02	CONFERENCE ATTENDEE
		10089279	LYBRAND, LUKE	TREASURY SYPOSIUM 2022	OUT-OF-STATE	2021-12-20	2022-01-30	2022-02-02	CONFERENCE ATTENDEE
		10089279	LYBRAND, LUKE	TREASURY SYPOSIUM 2022	OUT-OF-STATE	2021-12-20	2022-01-30	2022-02-02	CONFERENCE ATTENDEE
		10089279	LYBRAND, LUKE	TREASURY SYPOSIUM 2022	OUT-OF-STATE	2021-12-20	2022-01-30	2022-02-02	CONFERENCE ATTENDEE
		10089279	LYBRAND, LUKE	TREASURY SYPOSIUM 2022	OUT-OF-STATE	2021-12-20	2022-01-30	2022-02-02	CONFERENCE ATTENDEE
3J4F - Total									
927000 - Total									
Overall - Total									

Actual Expense Amount

Department	Request ID	Employee ID	Employee Name	Trip Name	Trip Type	Request Submit Date	Trip Start Date	Trip End Date	Trip Purpose
927000	3J4F	10089279	LYBRAND, LUKE	TREASURY SYPOSIUM 2022	OUT-OF-STATE	2021-12-20	2022-01-30	2022-02-02	CONFERENCE ATTENDEE
		10089279	LYBRAND, LUKE	TREASURY SYPOSIUM 2022	OUT-OF-STATE	2021-12-20	2022-01-30	2022-02-02	CONFERENCE ATTENDEE
3J4F - Total									
927000 - Total									
Overall - Total									

DRILL-THROUGH OPTIONS

- **Clicking** on any of the Current Budget amounts will drill directly through to this report

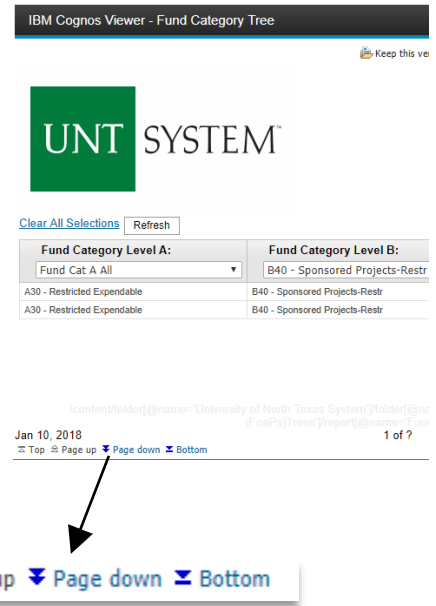
“FIN003 – Transaction Details (Encumbrances)”.

UNT SYSTEM		Budget Detail Report										Budget Period: 2022			
Business Unit	Budget Period	Department	Department Descr	Fund Category	Fund Category Descr	Fund	Fund Descr	Account Type	Original Budget	Budget Adjustment	Transfer Adjustment	Transfer Original	Closing Budget	Full Forward Budget	Current Budget
57769	2022	927000	System Treasurer	155	Educational & General	85001	State Appor-OSA	Expense	74,195.63	481.20	0.00	0.00	0.00	0	74,676.83
57769	2022	927000	System Treasurer	200	Designated Operating Managers	83029	Designated Open-Central Alloc	Expense	654,702.22	5,810.14	0.00	0.00	0.00	0	660,512.36

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 the [Export XLS directions](#) 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

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

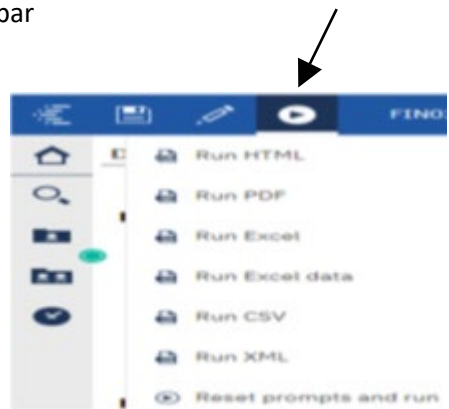
Click the **“Share”** symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select **“Email”**. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



EXCEL DATA XLS

Click the **“Run as”** button (white circle) on the upper left hand of the toolbar on 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.

 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