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## Important Notes to Using & Reviewing Your Results

- **Notes**
  - **Data Population**  
This report is populated with data from the PS\_Ledger\_KK and PS\_GBBD\_ASC\_RV\_BAL .
  - **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 “FIN031 - Budget Availability” Report.
2. **Login** to IBM Cognos to run the report.

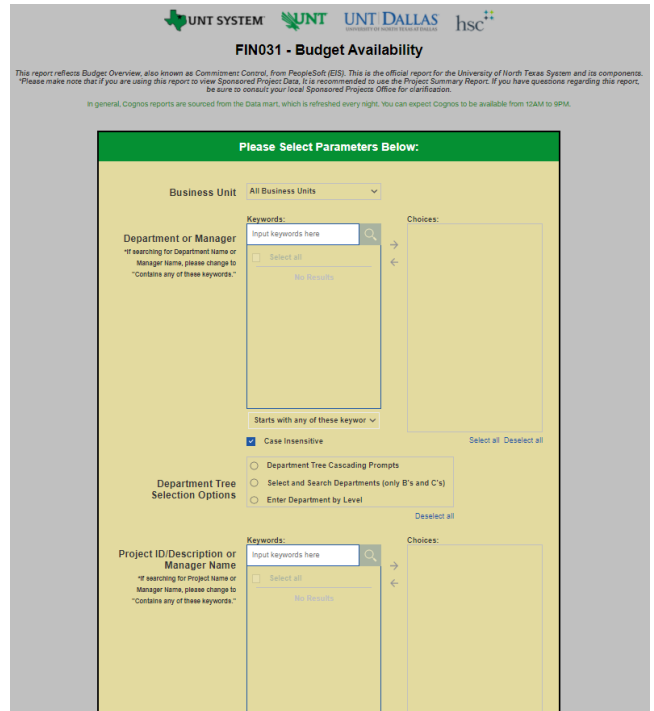
## Report Setup- Prompt Pages

### 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 <b>typing</b> in the box.
<i>Business Unit</i>	Default will pull “All Business Units” or you may use the <b>Dropdown</b> to select one particular unit by which to filter the report.
<i>Department Manager</i>	You can <b>Search</b> by either the DeptID, Dept Descriptions or if you know the manager, you may type here and search. For further search features, use the drop down underneath the search prompt to expand additional search methods. Your results appear in the left box. <b>Highlight</b> any or all results and click the <b>Insert Button</b> 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>Department Tree</i>	You can select a department tree option that meets your needs.

<i>Project</i>	<p>You can <b>Search</b> by either the Project ID, Project Descriptions or if you know the manager, you may type here and search. For further search features, use the drop down underneath the search prompt to expand additional search methods. Your results appear in the left box. <b>Highlight</b> any or all results and click the <b>Insert Button</b> to include as your filter choice here.</p> <p><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></p>
<i>Account Type</i>	<p>Default <b>unchecked</b> will allow for both. You do not need to click "Select All" to do so. Otherwise, choose to <b>limit</b> the report results to Revenue or Expense by <b>checking</b> the appropriate boxes.</p>
<i>KK Group</i>	<p>Default <b>unchecked</b> will allow for all. You do not need to click "Select All" to do so. Otherwise, choose to <b>limit</b> it to Budget Group type by <b>checking</b> the appropriate boxes to focus and limit viewing results.</p>
<i>Thru Accounting Period</i>	<p>This will allow data retrieval thru a particular period entered</p>
<i>Ledger</i>	<p>If you know a particular Ledger you would like to filter by, <b>enter</b> here. Associated Revenue ledger is: ASSOC_REV</p>

- 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

- 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>Fund Category</i>	<p>You can either <b>enter</b> a Fund Cat within this box <b>or paste</b>. Several numbers may be entered here but each one must be on its own line to filter correctly. When you are ready, <b>click</b> the <b>Insert Button</b>. All items you have typed/pasted in to the box will move to the <b>Selections Box</b>.</p>
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<i>Fund</i>	If you know a particular Fund you would like to filter by, <b>enter</b> here.
<i>Function</i>	If you know a particular Function you would like to filter by, <b>enter</b> here.
<i>Department</i>	If you chose Department(s) on the first page, they will automatically appear here. You can <b>type or paste</b> multiple choices additionally within the Right Box to insert additional or from a list. When you are ready be sure to click the <b>Insert Button</b> to add your entries to the <b>Selections Box</b> .
<i>Account</i>	If you know a particular Account you would like to filter by, <b>enter</b> here.
<i>Project</i>	If you chose Project(s) on the first page, they will automatically appear here. You can <b>type or paste</b> multiple choices additionally within the Right Box to insert additional or from a list. When you are ready be sure to click the <b>Insert Button</b> to add your entries to the <b>Selections Box</b> .
<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, <b>select</b> it here. If using a PCBU, <b>only one</b> may be filtered for at a time.
<i>Activity</i>	If you know a particular Activity you would like to filter by, <b>enter</b> here.
<i>Program</i>	If you know a particular Program you would like to filter by, <b>enter</b> here.
<i>Purpose</i>	If you know a particular Purpose you would like to filter by, <b>enter</b> here.
<i>Site</i>	If you know a particular Site you would like to filter by, <b>enter</b> 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.*

*Et al...* 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** and indicated by the **Underlined Title Bar**.
- Items are sectioned by **Fund Cat – Fund** combinations.
- Fiscal Budget** items appear first in the reporting structure groupings. Departmental contributions to particular **Projects** appear next.
- The **White Bars** indicate the rollup level hierarchy **Budget Account Trees**. The **Dark Green Bars** indicate the Account Type Level, for a higher level view in comparison to FIN010a.

KK Rollup 1	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Revenue</b>						
C4200 - Food Service and Dining	0.00	219,000.00	99,764.28	0.00	0.00	(119,235.72)
C4210 - Rentals	0.00	812,100.00	635,711.43	0.00	0.00	(176,388.57)
C6000 - Internal Charge Income	0.00	440,864.00	345,205.00	0.00	0.00	(95,659.00)
C7100 - Trans T/F Components	0.00	0.00	280.00	0.00	0.00	280.00
<b>Revenue - Total</b>	<b>0.00</b>	<b>1,470,964.00</b>	<b>1,079,960.71</b>	<b>0.00</b>	<b>0.00</b>	<b>(391,003.29)</b>
<b>Expense</b>						
B5001 - Personnel Costs	0.00	45,000.00	27,492.08	0.00	0.00	17,507.92
B5060 - Non-Personnel Costs	0.00	366,135.87	361,642.63	0.00	0.00	4,493.24
B7001 - Transfer Expense	0.00	847,485.70	847,485.70	0.00	0.00	0.00
<b>Expense - Total</b>	<b>0.00</b>	<b>1,258,621.57</b>	<b>1,236,620.41</b>	<b>0.00</b>	<b>0.00</b>	<b>22,001.16</b>
<b>Net Total</b>	<b>0.00</b>	<b>212,342.43</b>	<b>(156,659.70)</b>	<b>0.00</b>	<b>0.00</b>	<b>(369,002.13)</b>

DRILL-THROUGH OPTIONS

- **Clicking** on any of the underlined dollar amounts will drill-through to the “FIN032 – Transaction Details with Associated Revenue Report” to view the detailed transactional line that makes up the chosen amount.
- **Coming Soon:** Drill Through Options will be available for the **Associated Revenue** and **Balance** columns.

# 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.

HK Rollup 1	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Revenue</b>						
C4200 - Food Service and Dining	0.00	218,000.00	82,863.89	0.00	0.00	(135,146.11)
C4250 - Rentals	0.00	812,100.00	583,564.61	0.00	0.00	(228,535.39)
C6000 - Internal Charge Income	0.00	440,894.00	345,205.00	0.00	0.00	(95,689.00)
C7000 - Trans T/F Components	0.00	0.00	290.00	0.00	0.00	290.00
<b>Revenue - Total</b>	<b>0.00</b>	<b>1,470,994.00</b>	<b>1,021,903.50</b>	<b>0.00</b>	<b>0.00</b>	<b>(448,090.50)</b>
<b>Expense</b>						
B5001 - Personnel Costs	0.00	45,000.00	24,992.80	0.00	0.00	20,007.20
B5060 - Non-Personnel Costs	0.00	368,135.87	301,856.47	59,525.16	0.00	4,754.24
B7001 - Transfer Expense	0.00	847,485.70	847,485.70	0.00	0.00	0.00
<b>Expense - Total</b>	<b>0.00</b>	<b>1,258,621.57</b>	<b>1,174,334.97</b>	<b>59,525.16</b>	<b>0.00</b>	<b>24,781.44</b>
<b>Net Total</b>	<b>0.00</b>	<b>212,342.43</b>	<b>(152,431.47)</b>	<b>59,525.16</b>	<b>0.00</b>	<b>(424,299.09)</b>

HK Rollup 1	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Expense</b>						
B5060 - Non-Personnel Costs	0.00	(0.55)	0.00	0.00	0.00	(0.55)
<b>Expense - Total</b>	<b>0.00</b>	<b>(0.55)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.55)</b>
<b>Net Total</b>	<b>0.00</b>	<b>0.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.55)</b>

HK Rollup 1	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Report - Total</b>						
<span>⏪ Top</span> <span>⏶ Page up</span> <span>⏷ Page down</span> <span>⏩ Bottom</span>						

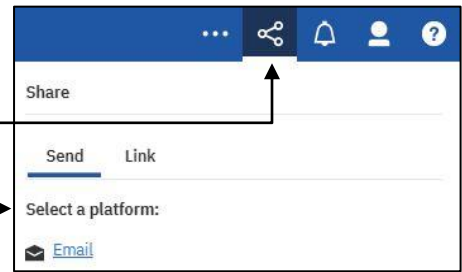
# Exporting Your Report Results

## 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

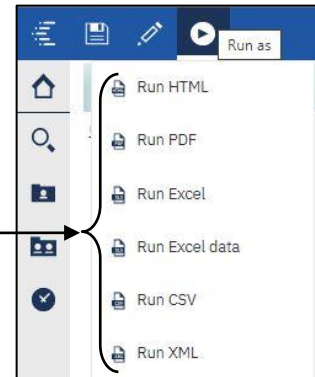
Click the “Share” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “Email”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



### 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).

*\*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 ←