

IMPORTANT NOTES TO USING & REVIEWING YOUR RESULTS 1

LOCATE REPORT 2

REPORT SETUP - PROMPT PAGES 2

 REPORT FOCUS FILTERS / PAGE 1 2

REPORT RESULTS 3

 REPORT FEATURES 3

 DRILL-THROUGH OPTIONS 3

COGNOS REPORT FUNCTIONALITIES.....4

 LAYOUT OVERVIEW..... 4

EXPORTING YOUR REPORT RESULTS..... 5

 EMAIL REPORT DIRECTLY 5

 RUN REPORT AND DOWN LOAD OPTIONS 5

 RUN REPORT ERROR 5

ERROR RESULTS 6

 DRILL-THROUGH MESSAGE OR ERROR..... 6

Important Notes to Using & Reviewing Your Results

- **Notes**
 - **Data Population**
This report is populated with data from the PS_Ledger.
 - **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.

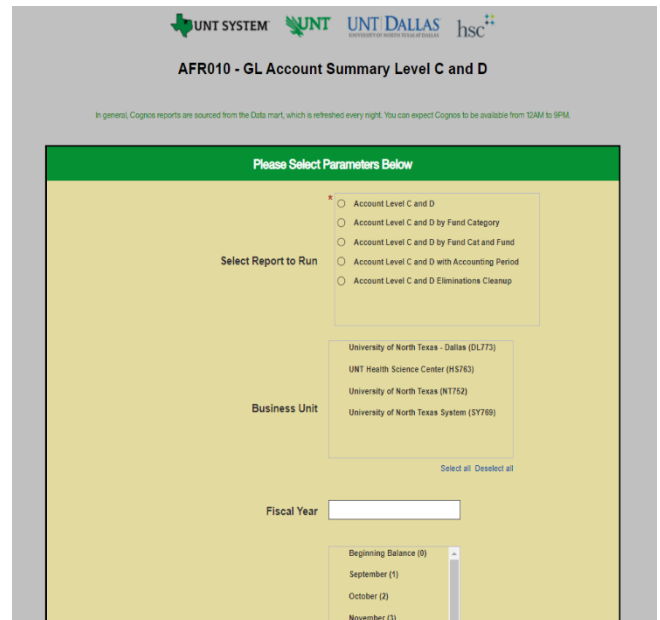
Locate Report

1. From the Budget & Planning [Reporting Page](#), locate “AFR010 – GL Account Summary Level C and D” 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.



1. Select your parameter choices.
(Select Report to Run parameter within this report is required).

<i>Select Report to Run</i>	You may select only one report to run
<i>Business Unit</i>	Default will pull “All Business Units” or you may select one or multiple units by which to filter the report. You can click Select All to select all choices.
<i>Fiscal Year</i>	The budget year automatically fills with the current operating year and you may override if you prefer by typing in the box.
<i>Accounting Period</i>	This will allow data retrieval thru a particular period entered. You may select one or multiple account periods by which to filter the report. You can click Select All to select all choices.
<i>Exclude Fund</i>	If you know a particular Fund you would like to filter out, enter here.

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

Report Results

Report Results

REPORT FEATURES

- Top left of the report features the name of the report, Business Unit, Fiscal Year, and Period selected from the Prompt Page
- Results are grouped by Account Types, Level C, and the corresponding Level D

Report: Account Level C and D
 Business Unit: SY769
 Fiscal Year: 2021
 Period: 2, 3, 4, 5

Asset				SY769	Total
C1000 - Cash and Cash Equiv	D1010 - Cash in Transit/Reim frm Treas	10101 - Cash in Transit/Reim frm Treas		<u>(60,842.20)</u>	<u>(60,842.20)</u>
		Total		<u>(60,842.20)</u>	<u>(60,842.20)</u>
		D1020 - Cash in Bank	10225 - DDA-Operating Deposits		<u>470,833.91</u>
	10235 - DDA-Payroll			<u>923,157.02</u>	<u>923,157.02</u>
	Total			<u>1,393,990.93</u>	<u>1,393,990.93</u>
	D1035 - Cash Equivalents	10351 - Money Market		<u>3,057.48</u>	<u>3,057.48</u>
		10357 - TX Term GF		<u>(79,680.53)</u>	<u>(79,680.53)</u>
		10365 - TX Star GF		<u>20,120.82</u>	<u>20,120.82</u>
		10370 - TX Term - CP		<u>(942,112.36)</u>	<u>(942,112.36)</u>
		10372 - TX Term Ser '17		<u>(1,539,424.65)</u>	<u>(1,539,424.65)</u>
		10373 - TX Term - Misc Bond Proceeds		<u>6,162.83</u>	<u>6,162.83</u>
		10375 - Flex Repo Ser '18A&B		<u>(203,679.42)</u>	<u>(203,679.42)</u>
10377 - TX Class Inv - STP			<u>(8,141,818.41)</u>	<u>(8,141,818.41)</u>	
Total		<u>(9,544,225.51)</u>	<u>(9,544,225.51)</u>		
C1200 - Legislative Appropriations	D1200 - Legislative Appropriations	12001 - State Appropriation Crmt Yr		<u>(2,547,142.64)</u>	<u>(2,547,142.64)</u>
		12003 - State Appropriation Pr Yr 1		<u>37,054.67</u>	<u>37,054.67</u>
		Total		<u>(2,510,087.97)</u>	<u>(2,510,087.97)</u>
C1260 - Interest and Dividends Receiv	D1260 - Interest & Dividends Rec	12601 - Interest & Dividends Rec		<u>28.92</u>	<u>28.92</u>
		Total		<u>28.92</u>	<u>28.92</u>

DRILL-THROUGH OPTIONS

- **Clicking** on any of the underlined dollar amounts will drill-through to the “[AFR012 GL Transaction Details Report](#)” to view the detailed transactional line that makes up the chosen amount.

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.

	C9000 - Suspense and Clearing	D9100 - Expense Clearing	91003 - Undistributed P-Card Exp	649.25	649.25
			91005 - Undistributed Trav CC Exp	0.00	0.00
			Total	649.25	649.25
	Total			649.25	649.25
Total				34,170,371.53	34,170,371.53
Total				0	0

Sep 29, 2021 1 12:03:59 PM

[Top](#)
[Page up](#)
[Page down](#)
[Bottom](#)

Report - Total

[Top](#)
[Page up](#)
[Page down](#)
[Bottom](#)

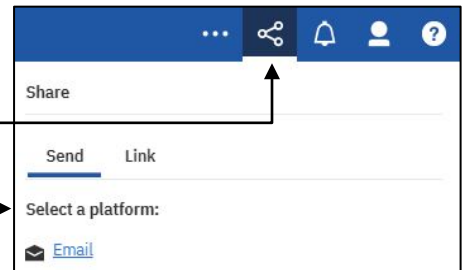
Exporting Your Report Results

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

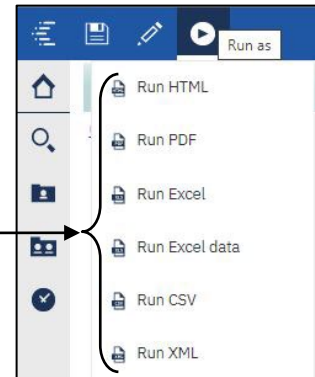
Click the “Share” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “Email”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



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).

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 ←