Important Notes to Using & Reviewing Your Results

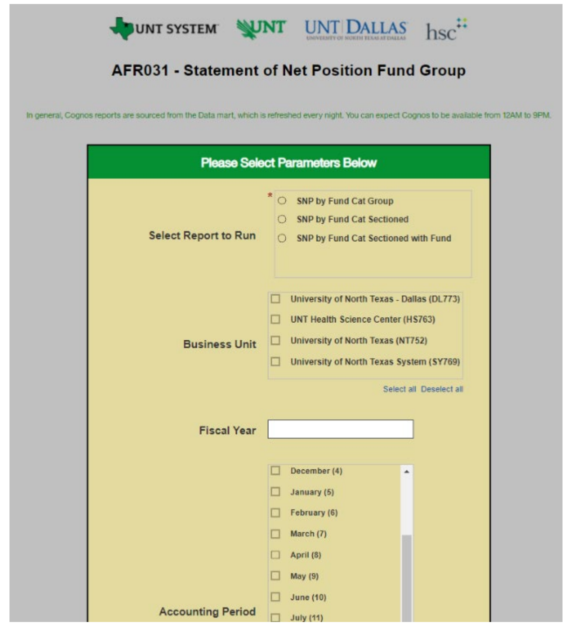
- ## Notes

  - **Data Population**
    This report is populated with data from the Budget and Finance for Cognos 11 package.

  - **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 "AFR031 – Statement of Net Position Fund Group" report

2. **Login** to IBM Cognos to run the report.

Report Setup- Prompt Pages

Report Setup - Prompt Pages

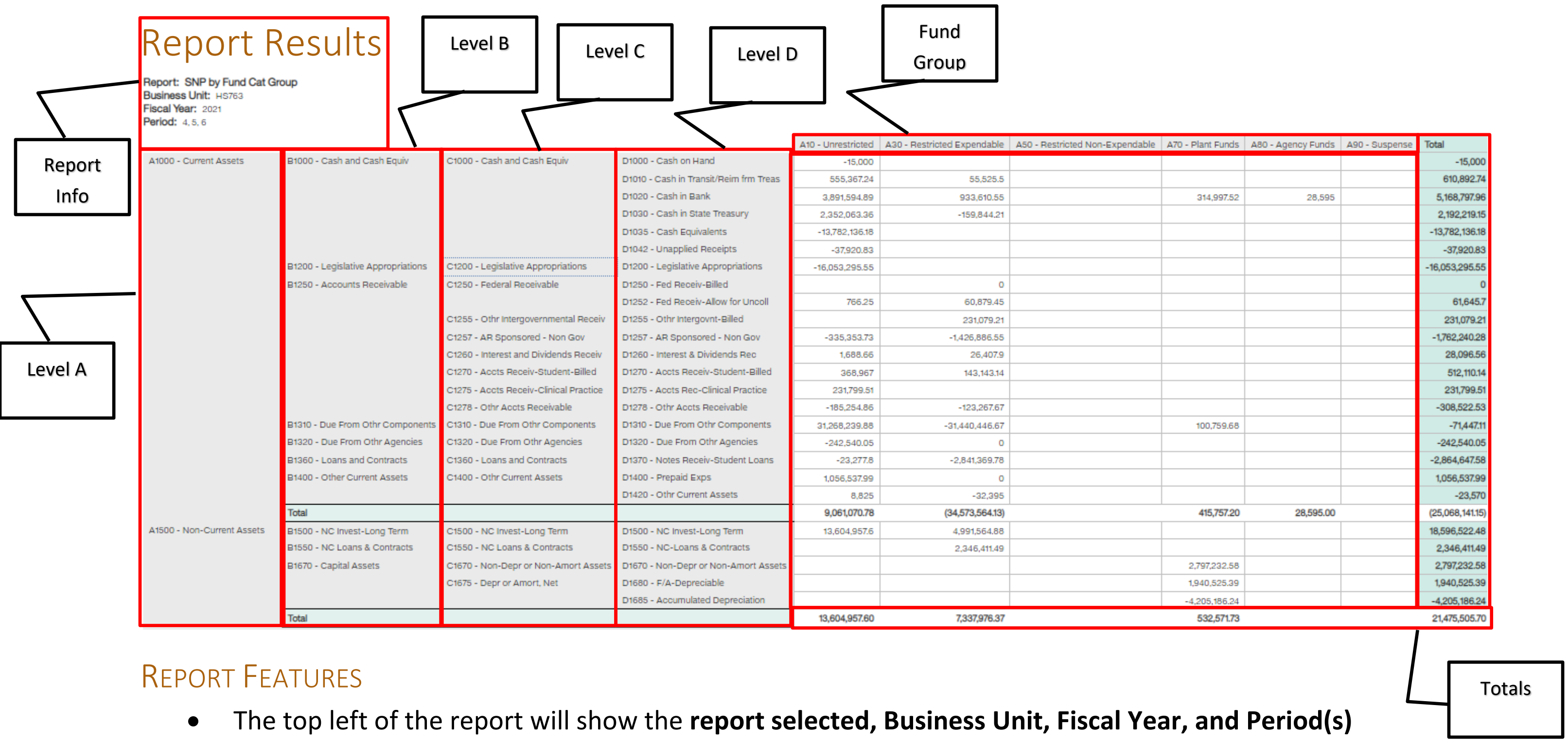
All initial **Landing Pages** for reports on the Cognos System will appear similar in format. You will have a set of filtering choices based on the source's available data.

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

Select Report to Run	You may select only one report to run
Business Unit	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.
Fiscal Year	The budget year automatically fills with the current operating year and you may override if you prefer by **typing** in the box.
Accounting Period	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.
Fund Category	You may select one or multiple Fund Category by which to filter the report. You can click **Select All** to select all choices

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

Report Results



				A10 - Unrestricted	A30 - Restricted Expendable	A50 - Restricted Non-Expendable	A70 - Plant Funds	A80 - Agency Funds	A90 - Suspense	Total
A1000 - Current Assets	B1000 - Cash and Cash Equiv	C1000 - Cash and Cash Equiv	D1000 - Cash on Hand	-15,000						-15,000
			D1010 - Cash in Transit/Reim frm Treas	555,367.24	55,525.5					610,892.74
			D1020 - Cash in Bank	3,891,594.89	933,610.55		314,997.52	28,595		5,168,797.96
			D1030 - Cash in State Treasury	2,352,063.36	-159,844.21					2,192,219.15
			D1035 - Cash Equivalents	-13,782,136.18						-13,782,136.18
			D1042 - Unapplied Receipts	-37,920.83						-37,920.83
	B1200 - Legislative Appropriations	C1200 - Legislative Appropriations	D1200 - Legislative Appropriations	-16,053,295.55						-16,053,295.55
	B1250 - Accounts Receivable	C1250 - Federal Receivable	D1250 - Fed Receiv-Billed		0					0
			D1252 - Fed Receiv-Allow for Uncoll	766.25	60,879.45					61,645.7
		C1255 - Othr Intergovernmental Receiv	D1255 - Othr Intergovnt-Billed		231,079.21					231,079.21
		C1257 - AR Sponsored - Non Gov	D1257 - AR Sponsored - Non Gov	-335,353.73	-1,426,886.55					-1,762,240.28
		C1260 - Interest and Dividends Receiv	D1260 - Interest & Dividends Rec	1,688.66	26,407.9					28,096.56
		C1270 - Accts Receiv-Student-Billed	D1270 - Accts Receiv-Student-Billed	368,967	143,143.14					512,110.14
		C1275 - Accts Receiv-Clinical Practice	D1275 - Accts Rec-Clinical Practice	231,799.51						231,799.51
		C1278 - Othr Accts Receivable	D1278 - Othr Accts Receivable	-185,254.86	-123,267.67					-308,522.53
	B1310 - Due From Othr Components	C1310 - Due From Othr Components	D1310 - Due From Othr Components	31,268,239.88	-31,440,446.67		100,759.68			-71,447.11
	B1320 - Due From Othr Agencies	C1320 - Due From Othr Agencies	D1320 - Due From Othr Agencies	-242,540.05	0					-242,540.05
	B1360 - Loans and Contracts	C1360 - Loans and Contracts	D1370 - Notes Receiv-Student Loans	-23,277.8	-2,841,369.78					-2,864,647.58
	B1400 - Other Current Assets	C1400 - Othr Current Assets	D1400 - Prepaid Exps	1,056,537.99	0					1,056,537.99
			D1420 - Othr Current Assets	8,825	-32,395					-23,570
	Total			9,061,070.78	(34,573,564.13)		415,757.20	28,595.00		(25,068,141.15)
A1500 - Non-Current Assets	B1500 - NC Invest-Long Term	C1500 - NC Invest-Long Term	D1500 - NC Invest-Long Term	13,604,957.6	4,991,564.88					18,596,522.48
	B1550 - NC Loans & Contracts	C1550 - NC Loans & Contracts	D1550 - NC-Loans & Contracts		2,346,411.49					2,346,411.49
	B1670 - Capital Assets	C1670 - Non-Depr or Non-Amort Assets	D1670 - Non-Depr or Non-Amort Assets				2,797,232.58			2,797,232.58
		C1675 - Depr or Amort, Net	D1680 - F/A-Depreciable				1,940,525.39			1,940,525.39
			D1685 - Accumulated Depreciation				-4,205,186.24			-4,205,186.24
	Total			13,604,957.60	7,337,976.37		532,571.73			21,475,505.70

Report Features

- The top left of the report will show the **report selected, Business Unit, Fiscal Year, and Period(s)**
- The left side is organized by **Level A/B/C/D** and the columns are organized by **Fund Group** which then together give results showing the monetary sums of all transactions regarding those B-levels and those functions
- The Totals on the bottom and right are for the totals of the **Fund Group** and **A/B/C/D-Levels**

Drill-Through Options

- There is no drill-through functionality on the report

Cognos Report Functionalities

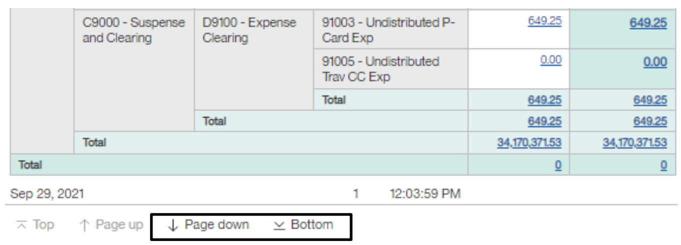
Layout Overview

- 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.

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.

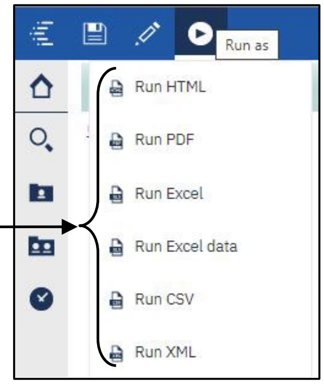
Email Report Directly

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

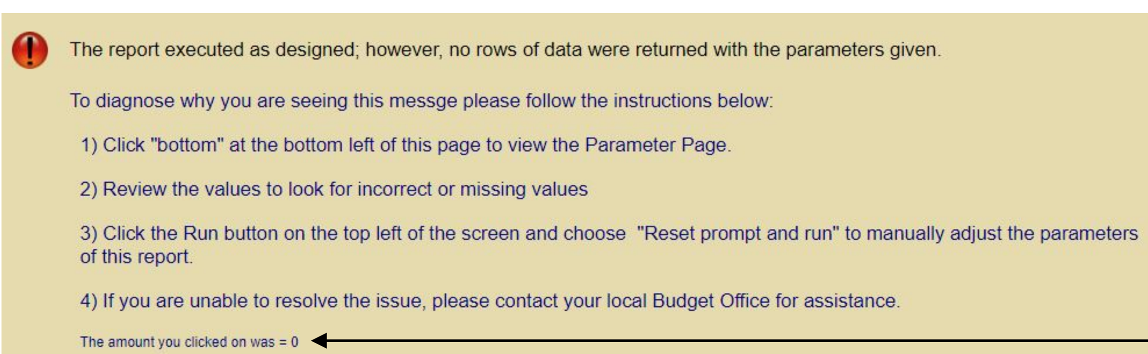
The following is an example of the standard results message when Cognos cannot determine a match for your requested filters:

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 messge 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