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 “P2P006a – P-Card Dashboard” 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).

   | Contract | An identifier for whether a purchase order is on a contract or not. Default is set to show both. If you only wish to see one, select the other and click on the back arrow.

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

**REPORT FEATURES**

- Showing top 10 vendors, top 5 requestors, overall PO counts and total encumbrance category sum.

**DRILL-THROUGH OPTIONS**

- There are drill-throughs on PO count and total encumbrance columns.
- There are also drill-throughs for overall PO count and total encumbrance category sum.
- When clicking on one of the underlined numbers, it will drill-through to P2P001 – Purchase Order Summary Report – Dispatched and show all transactions relevant to the number you clicked.
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 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