

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..... 4

 EMAIL REPORT DIRECTLY 4

 RUN REPORT AND DOWN LOAD OPTIONS 5

ERROR RESULTS 5

 RUN REPORT ERROR 5

 DRILL-THROUGH MESSAGE OR ERROR..... 5

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

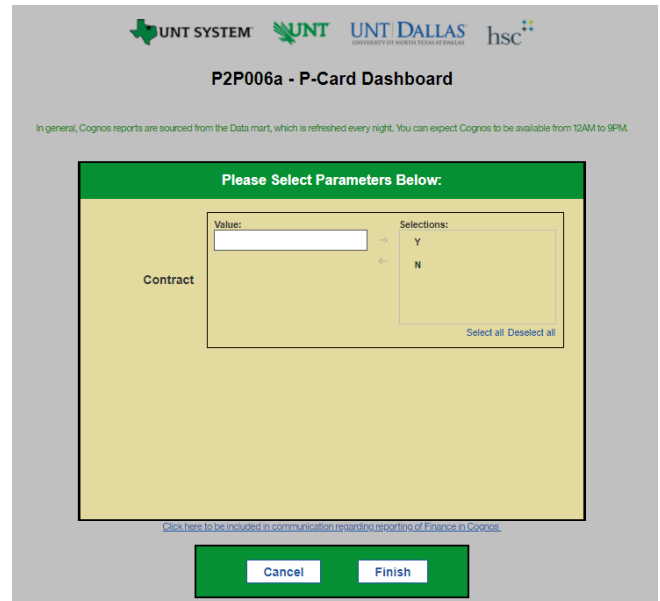
1. From the Budget & Planning [Reporting Page](#), locate “[P2P006a – P-Card Dashboard](#)” report
2. **Login** to IBM Cognos to run the report.

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).



<i>Contract</i>	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 Results

2022

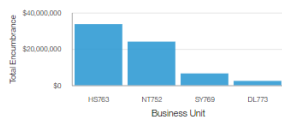
Top 10 Vendors:

Vendor	PO Count	Total Encumbrance
Summus Dell Products	117	\$769,099
Ricoh USA	78	\$659,679
BSN Sports, LLC	39	\$197,577
Apple Computer Inc	45	\$190,045
SHI Government Solutions Inc	17	\$136,506
Fisher Scientific	70	\$126,609
Cuevas Distribution Inc	25	\$103,603
Charles River Laboratories Inc	23	\$65,000
Sigma-Aldrich Inc	26	\$21,589
Cuevas Distribution Airgas Products	29	\$20,802

Overall PO Count: **2,540**



Total Encumbrance Category Sum: **\$66,823,369**



Top 5 Requestors:

Requestor	PO Count
Bradfield,Pilar Cosimo	188
Wales,Belinda Dawn	133
Gomez,Monica	122
Gusbert,Derek	80
Gates,Edward Sean	65
Zangeneh,Souzan	55

2021

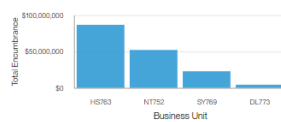
Top 10 Vendors:

Vendor	PO Count	Total Encumbrance
Summus Dell Products	300	\$4,538,771
Eitech Sales & Service Inc	31	\$2,055,585
Apple Computer Inc	76	\$725,746
Fisher Scientific	200	\$569,299
Ricoh USA	113	\$482,072
Konica Minolta Business Solutions USA	39	\$368,305
Cuevas Distribution Inc	97	\$336,729
Sigma-Aldrich Inc	109	\$84,013
Jackson Laboratory	37	\$73,048
Charles River Laboratories Inc	33	\$34,897

Overall PO Count: **4,253**



Total Encumbrance Category Sum: **\$166,474,310**



Top 5 Requestors:

Requestor	PO Count
Gomez,Monica	183
Howard,Mary Ann	151
Quebert,Derek	143
Bradfield,Pilar Cosimo	124
Dossey,Patricia Gail	122

2020

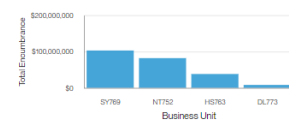
Top 10 Vendors:

Vendor	PO Count	Total Encumbrance
Summus Dell Products	579	\$4,033,785
Apple Computer Inc	385	\$870,671
Fisher Scientific	378	\$802,891
BSN Sports, LLC	85	\$501,778
Ricoh USA	110	\$489,625
Charles River Laboratories Inc	119	\$329,298
SHI Government Solutions Inc	89	\$309,793
Cuevas Distribution Inc	305	\$116,626
US Department of Homeland Security	63	\$92,145
Sigma-Aldrich Inc	103	\$63,235

Overall PO Count: **10,181**



Total Encumbrance Category Sum: **\$231,540,099**



Top 5 Requestors:

Requestor	PO Count
Bradfield,Pilar Cosimo	804
Morris,Sallie S	333
Anderson,Mandi Edwards	328
Crosswhite,Sharon Denise	225
Napier,Vickie Dianne	201

REPORT FEATURES

- The report displays P-Card Statistics for the past 3 years: 2022, 2021, 2020.
- 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.

	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

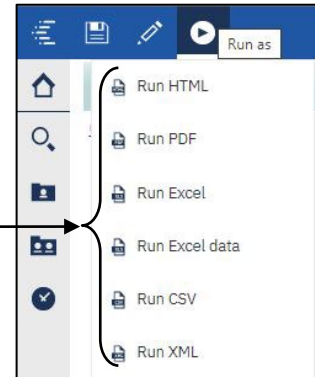
Click the “**Share**” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “**Email**”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.

The screenshot shows the top toolbar of the Cognos interface. On the right side, there is a 'Share' icon (a square with a circle and four dots) next to a bell icon. A dropdown menu is open from the 'Share' icon, showing options for 'Send' and 'Link'. Below these, there is a section titled 'Select a platform:' with an 'Email' option highlighted in blue.

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 ←