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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

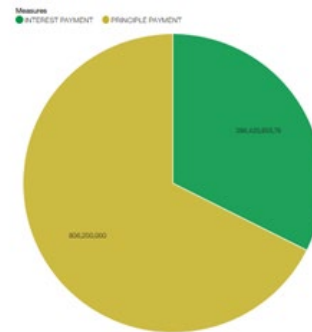
1. From the Budget & Planning [Reporting Page](#), locate “[TREAS002 – Debts Report](#)” Report.
2. **Login** to IBM Cognos to run the report.

DEBT DASHBOARD

Series:	<input type="text" value="All"/>	Project:	<input type="text" value="All"/>
Bond Type:	<input type="text" value="All"/>	Fiscal Year:	<input type="text" value="All"/>
Business Unit:	<input type="text" value="All"/>	Payment Date:	<input type="text" value="All"/>

TOTAL DEBT SERVICE BREAKDOWN

TOTAL DEBT SERVICE
1,192,620,856



Report Setup

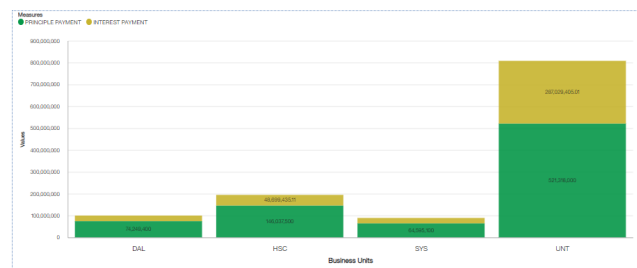
The drop-down lists at the top of the page will allow you to filter the report. You can use multiple drop-down lists at the same time.

Report Results

Report Results

REPORT FEATURES

- The left side is organized by Series, Bond Type, Business Unit, Project, and Fiscal Year
- The columns are organized by Payment Date, Principal Payment, Interest Payment
- The Total Debt Service is the sum of Principal Payment and Interest Payment



SERIES	BOND TYPE	BUSINESS UNIT	PROJECT	FISCAL YEAR	PAYMENT DATE	PRINCIPLE PAYMENT	INTEREST PAYMENT	TOTAL DEBT SERVICE	
202A	RFS	HSC	HSC Biohealth Renovation	2020	Oct 15, 2019	-	32,575	32,575	
					Apr 15, 2020	415,000	32,575	447,575	
					Oct 15, 2020	-	22,200	22,200	
					Apr 15, 2021	435,000	22,200	457,200	
				HSC ESCO (Energy Savings Improvements)	2020	Oct 15, 2021	-	11,325	11,325
					Apr 15, 2022	455,000	11,325	466,325	
					Oct 15, 2020	-	16,825	16,825	
					Apr 15, 2021	330,000	16,825	346,825	
	2022	Oct 15, 2021	-	8,575	8,575				
	Apr 15, 2022	345,000	8,575	353,575					

DRILL-THROUGH OPTIONS

Drill-Through options are currently not available for this 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.

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

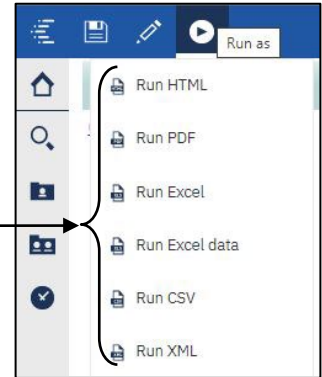
Click the “**Share**” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “**Email**”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.

The screenshot shows a toolbar with icons for a menu, share, notifications, user profile, and help. A dropdown menu is open under the share icon, showing 'Share' at the top, followed by 'Send' and 'Link' options. Below these is a 'Select a platform:' section with an 'Email' option selected.

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).