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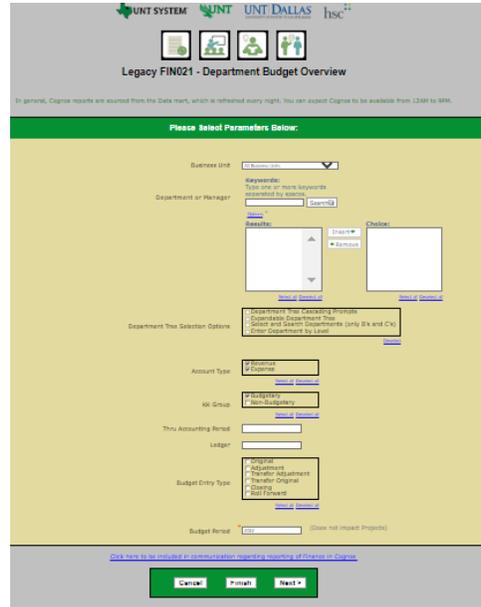
## Important Notes to Using & Reviewing Your Results

- **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 [“Legacy FIN021 – Department Budget Overview”](#)

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.

### REPORT FOCUS FILTERS / PAGE 1

1. Select your parameter choices.  
(No parameters within this report are required).

<i>Business Unit</i>	Default will pull “All Units” or you may select one particular unit by which to filter the report.
<i>Department or Manager</i>	You can <b>Search</b> by either the Department or Manager, you may type here and search. For further search features, click the <b>Options Link</b> to expand additional search methods. Your results appear in the left box. <b>Highlight</b> any or all results and click the <b>Insert Button</b> to include as your filter choice here. <i>*Notes: CTRL + Click to choose more than one. If you need to view several departments and have a numbered list, you can use the department selection on the Detailed Filters/Page 2 below.</i>
<i>Department Tree Selection Options</i>	If you know a particular Department Tree Selection Option you would like to filter by, make your selection here.
<i>Account Type</i>	Default will pull all account type. You may select one particular account type by which to filter the report.

<i>KK Group</i>	Default for this report is set to <b>Budgetary and Non-Budgetary</b> . Otherwise, choose to <b>limit</b> your selection by <b>unchecking</b> the appropriate boxes not needed to focus and limit viewing results
<i>Thru Accounting Period</i>	This will allow data retrieval thru a particular period entered
<i>Ledger</i>	If you know a particular Ledger you would like to filter by, <b>enter</b> here.
<i>Budget Period</i>	Default for this report is set to 2022. You may enter a year by which to filter the report.

- If you are satisfied with your choices and do not need to engage Detailed Filters, click the **Finish Button**. Otherwise, to run by other FoaPs elements, click the **Next Button**.

### DETAILED FILTERS – CHARTSTRING INCLUSIONS / PAGE 2

- Select your parameter choices.

*Remember that prompts filter your data. By entering values into the prompts you narrow the result sets. Start off by casting a wide net by only using one prompt. You can always rerun the report with additional prompt to narrow the results as needed.*

<i>Fund Category</i>	You can either <b>enter</b> a Fund Cat within this box <b>or paste</b> . Several numbers may be entered here but each one must be on its own line to filter correctly. When you are ready, <b>click</b> the <b>Insert Button</b> . All items you have typed/pasted into the box will move to the <b>Choices Box</b> .
<i>Fund</i>	If you know a particular Fund you would like to filter by, <b>enter</b> here. When you are ready, <b>click</b> the <b>Insert Button</b> . All items you have typed/pasted into the box will move to the <b>Choices Box</b> .
<i>Function</i>	If you know a particular Function you would like to filter by, <b>enter</b> here. When you are ready, <b>click</b> the <b>Insert Button</b> . All items you have typed/pasted into the box will move to the <b>Choices Box</b> .
<i>Department</i>	If you chose Department(s) on the first page, they will automatically appear here. You can <b>type or paste</b> multiple choices additionally within the Right Box to insert additional

	or from a list. When you are ready be sure to click the <b>Insert Button</b> to add your entries to the <b>Choices Box</b> .
<i>Account</i>	If you know a particular Account you would like to filter by, <b>enter</b> here. When you are ready, <b>click the Insert Button</b> . All items you have typed/pasted into the box will move to the <b>Choices Box</b> .
<i>Project</i>	If you chose Project(s) on the first page, they will automatically appear here. You can <b>type or paste</b> multiple choices additionally within the Right Box to insert additional or from a list. When you are ready be sure to click the <b>Insert Button</b> to add your entries to the <b>Choices Box</b> .
<i>PC Business Unit</i>	Available PCBUs are displayed in the dropdown. If you know a particular PC Business Unit you would like to filter by, <b>select</b> it here. If using a PCBU, <b>only one</b> may be filtered for at a time
<i>Activity</i>	If you know a particular Activity you would like to filter by, <b>enter</b> here. When you are ready, <b>click the Insert Button</b> . All items you have typed/pasted into the box will move to the <b>Choices Box</b> .
<i>Program</i>	If you know a particular Program you would like to filter by, <b>enter</b> here. When you are ready, <b>click the Insert Button</b> . All items you have typed/pasted into the box will move to the <b>Choices Box</b> .
<i>Purpose</i>	If you know a particular Purpose you would like to filter by, <b>enter</b> here. When you are ready, <b>click the Insert Button</b> . All items you have typed/pasted into the box will move to the <b>Choices Box</b> .
<i>Site</i>	If you know a particular Site you would like to filter by, <b>enter</b> here. When you are ready, <b>click the Insert Button</b> . All items you have typed/pasted into the box will move to the <b>Choices Box</b> .

6. If you are satisfied with your choices and do not need to engage FOAPs exclusion Filters, click the **Finish Button**. Otherwise, to run by excluding particular FoAPs elements, click the **Next Button**.

DETAILED FILTERS – CHARTSTRING EXCLUSIONS / PAGE 3

7. Select your parameter choices.

*Remember that prompts filter your data. By entering values into the prompts you narrow the result sets. Start off by casting a wide net by only using one prompt. You can always rerun the report with additional prompt to narrow the results as needed.*

*Et al....* The strings listed here mirror the Inclusions descriptions listed for the previous page.

8. When you are satisfied with your choices, **click the Finish Button** to run the report.

*\*If you need to make changes or want to check your filters, you can click the Back Button at any time to review and click the Finish Button from any point without having to re-enter your information.*

9. When you are satisfied with your choices, click the Finish Button to run the report.

*\*If you need to make changes or want to check your filters, you can click the Back Button at any time to review and click the Finish Button from any point without having to re-enter your information.*

# Report Results

## Report Results

Department: 300150 - Office of the President(Meintjes,William James)

Account	Account Descr	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Expense</b>						
D5040	Supplemental Pay	380	605	2,475	0	(2,700)
<b>Revenue - Total</b>		<b>380</b>	<b>605</b>	<b>2,475</b>	<b>0</b>	<b>(\$2,700)</b>
D5014	Salaries -Staff	2,664,192	178,282	1,946,362	222,725	316,822
D5031	Wages	52,700	0	0	0	52,700
D5050	Payroll Related Costs	115,360	17,467	98,739	0	(846)
<b>Personnel Costs - Total</b>		<b>2,832,250</b>	<b>196,750</b>	<b>2,045,102</b>	<b>222,725</b>	<b>\$368,878</b>
D5101	Professional Fees & Svcs	140,000	9,729	194,471	0	(64,200)
D5251	Travel	15,000	119	0	0	14,881
D5301	Materials & Supplies Exp	196,051	0	0	0	196,051
D5331	Communication & Utilities	3,200	54	0	0	3,146
D5350	Repairs and Maintenance	400	0	0	0	400
D5360	Rental Exp-Non-Cap	9,000	0	0	0	9,000
D5371	Printing & Reproduction	1,600	0	0	0	1,600
D5501	Other Operating Exp	203,469	(358)	2,852	2,700	198,275
<b>Non-Personnel Costs - Total</b>		<b>688,720</b>	<b>6,644</b>	<b>187,323</b>	<b>2,700</b>	<b>\$368,163</b>
<b>Expense - Total</b>		<b>\$3,401,352</b>	<b>\$206,898</b>	<b>\$2,244,800</b>	<b>\$226,426</b>	<b>\$726,129</b>

### REPORT FEATURES

- The report will show the budgetary overview for departments such as account, current budget, actuals, and more
- It is organized by the D-level of the accounts and shows the total for everything related

**DRILL-THROUGH OPTIONS**

- There are drill-throughs in the report on the totals and non-total rows
- When the rows are clicked on, it will go to **FIN003 – Transaction Details** with all the information regarding the row 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.)*

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
		<b>Total</b>	<b>649.25</b>	<b>649.25</b>
	<b>Total</b>		<b>649.25</b>	<b>649.25</b>
<b>Total</b>			<b>34,170,371.53</b>	<b>34,170,371.53</b>
<b>Total</b>			<b>0</b>	<b>0</b>

Sep 29, 2021 1 12:03:59 PM

⏪ Top ⏩ Page up ⏴ Page down ⏵ Bottom

**Report - Total**

⏪ Top ⏩ Page up ⏴ Page down ⏵ Bottom

- 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**

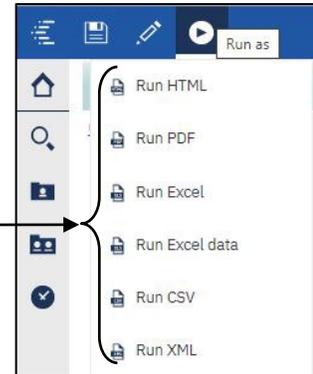
Click the **“Share”** symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select **“Email”**. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.

The screenshot shows a toolbar with icons for a menu (three dots), share (two people), a bell, a user profile, and a help icon. A dropdown menu is open under the share icon, showing 'Share' at the top, 'Send' and 'Link' as options, and 'Select a platform:' followed by an 'Email' option with an envelope icon.

**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 ←