Important Notes to Using & Reviewing Your Results

- Notes
  - Data Population
    This report is populated from the KK Ledger
  - Items without a Budgeted Amount
    All budget types will print to the report regardless of the corresponding Budget Types possessing a dollar amount or zero entry.
Locate Report

1. From the Budget & Planning Reporting Page, locate “P2P001 – Purchase Order Summary”

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).

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Default will pull “All Units” or you may select one particular unit by which to filter the report.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>If you know a fiscal year you would like to filter by, enter here</td>
</tr>
<tr>
<td>PO Reference</td>
<td>If you know a PO reference you would like to filter by, enter here</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>If you know a purchase order you would like to filter by, enter here</td>
</tr>
<tr>
<td>Requisition</td>
<td>If you know a requisition you would like to filter by, enter here</td>
</tr>
<tr>
<td>Commodity code</td>
<td>If you know a commodity code you would like to filter by, enter here</td>
</tr>
<tr>
<td>Purchase Order Status</td>
<td>Default will select Initial, Open, Pending Approval, Approved, Dispatched, and Complete. You may select Denied, Pending Cancel, or Cancelled to filter the report.</td>
</tr>
<tr>
<td>Amount Only Flag</td>
<td>If you would like to have Amount Only Flag, please select yes on the dropdown menu</td>
</tr>
<tr>
<td>PO Date older than number of days back</td>
<td>If you know a value you would like to filter by, enter here</td>
</tr>
</tbody>
</table>
Total Encumbrance Range
If you know a value you would like to filter by, enter here

P-Card Exception Reason
If you know a p-card exception reason you would like to filter by, enter here in the Include or Exclude section

Change Orders
If you know a value you would like to filter by, enter here

Department
If you know a particular buyer you would like to filter by, enter here in the Include or Exclude section

Vendor
If you know a particular vendor you would like to filter by, enter here

Buyer
If you know a particular buyer you would like to filter by, enter here

Entered Buyer
If you know a particular buyer you would like to filter by, enter here

Blanket Order
If you know a particular blanket order you would like to filter by, enter here.

Description
If you know a particular description you would like to filter by, enter here.

Procurement Method
If you know a particular procurement method description you would like to filter by, enter here.

Description
If you know a particular procurement method description you would like to filter by, enter here.

Budget Checked
If you would like to have Budget checked, please select yes on the dropdown menu

Budget Header Status (Include)
If you know a particular Budget header status you would like to filter by, enter here.

Budget Header Status (Exclude)
If you know a particular Budget header status you would like to filter by, enter here.

Contract
If you know a particular Contract you would like to filter by, enter here.

Approved Buyers
Approved Buyers are set for this report

Default Buyer Email
Default Buyer Email is Jill.Roys@untsystem.edu

2. If you are satisfied with your choices and do not need to engage Detailed Filters, click the Finish Button.

Report Results

Report Results

Report Features

- The Buyer and buyer info appear first in the reporting structure followed by Business unit, chartstrings, etc.
budget types.

**DRILL-THROUGH OPTIONS**

- **Clicking** on any of the Account amounts will drill directly through to this report “FIN003 – Transaction Details Report”
- **Clicking** on any of the Commodity Code amounts will drill directly through “Commodity Code to Account 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 the Export XLS directions 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.
IN REPORT FILTERING & CONTROLS

• You can clear any originally selected Filters by returning to the Prompt Pages from within the Report you are currently viewing (without starting over). To do so, click on the “Run as” button on the upper left hand of the toolbar on your screen.

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.

EXCEL DATA XLS

Click the “Run as” button (white circle) on the upper left hand of the toolbar on your screen to see selections for running or exporting your results:

• HTML
• PDF
• Excel
• Excel Data
• CSV
• XML
• Reset prompts and run
Error Results

Run Report Error
An example of the standard results message when Cognos cannot determine a match for your requested filters is:

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 the “Run as” button on the upper left hand of the toolbar on your screen.

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 was,” will match the amount clicked on the report.