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 “P2P003 – Vouchers Summary 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.

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. You may filter by multiple fiscal years here.</td>
</tr>
<tr>
<td>Voucher</td>
<td>If you know a voucher 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>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>Foreign Amount</td>
<td>If you know a value you would like to filter by, enter here.</td>
</tr>
<tr>
<td>Quarter</td>
<td>If you know a quarter you would like to filter by, make your selection here. You may select multiple quarters.</td>
</tr>
<tr>
<td>Department</td>
<td>If you know a particular buyer you would like to filter by, enter here in the Include or Exclude section</td>
</tr>
</tbody>
</table>
Vendor | If you know a particular vendor you would like to filter by, enter here
---|---
Vendor ID | If you know a particular vendor ID you would like to filter by, enter here
Requestor Name | If you know a particular requestor you would like to filter by, enter here.
Requestor ID | If you know a particular requestor ID you would like to filter by, enter here.
Description - Header | If you know a particular description you would like to filter by, enter here.
Description - Line | If you know a particular description you would like to filter by, enter here.
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.

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

Report Results

REPORT FEATURES

- This report feature Business Unit, department, and FY.
- Every prompt that is on the prompt page can be found on the report.

DRILL-THROUGH OPTIONS

The report currently does not have any drill-through options.
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.

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