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Important Notes to Using & Reviewing Your Results

- **Notes**
 - **Data Population**
This report is populated with the Pre 9.2 (PS_ Ledger_KK) data and PS_KK_Activity_Log transactions.
 - **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 Posted & Pending**
Actuals are from approved and posted transactions.

Locate Report

1. From the Budget & Planning [Reporting Page](#), locate “Payroll Transaction Details”
2. **Login** to IBM Cognos to run the report.

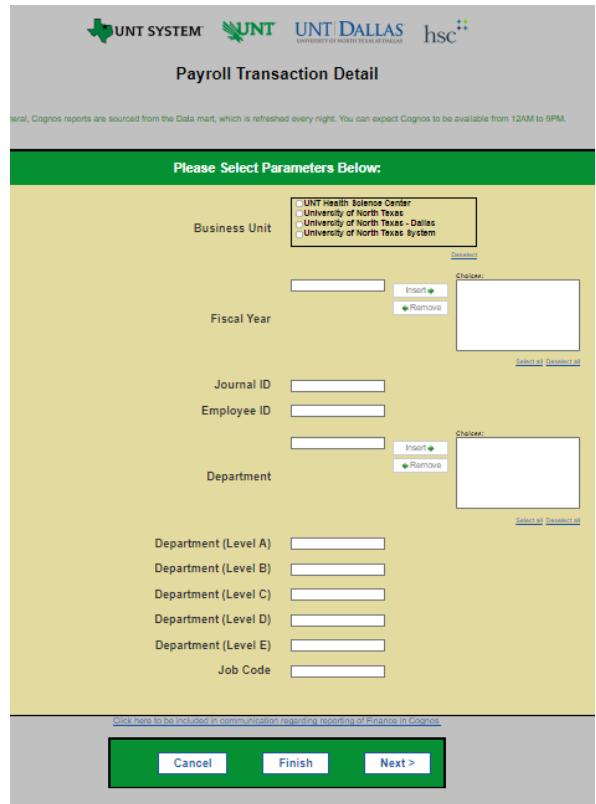
Report Setup- Prompt Pages

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.
(Only the Viewing Selection of Zero Values is required).



<i>Business Unit</i>	Default will pull “All Units” or you may select one particular unit by which to filter the report.
<i>Fiscal Year</i>	Default will pull “All Units” or you may enter one particular year or multiple years by which to filter the report.
<i>Department Tree</i>	If you know a particular department tree you would like to filter by, enter here
<i>Journal ID</i>	If you know a particular Journal ID you would like to filter by, enter here
<i>Employee ID</i>	If you know a particular Employee ID you would like to filter by, enter here
<i>Department</i>	If you know a particular department(s) you would like to filter by, enter here.
<i>Department Level A,B,C,D,E</i>	If you know a particular Department Level you would like to filter by, enter here

Job Code | If you know a particular Job Code 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**. Otherwise, to run by other FoAPs elements, click the **Next Button**.

DETAILED FILTERS – CHARTSTRING INCLUSIONS / PAGE 2

3. Select your parameter choices.

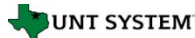
Remember that prompts filter your data. By entering values into the prompts you narrow the result sets. Start off by casting a wide net by only using one prompt. You can always rerun the report with additional prompt to narrow the results as needed.

<i>Fund Category</i>	You can either enter a Fund Cat within this box or paste . Several numbers may be entered here but each one must be on its own line to filter correctly. When you are ready, click the Insert Button . All items you have typed/pasted in to the box will move to the Choices Box .
<i>Fund</i>	If you know a particular Fund you would like to filter by, enter here.
<i>Project</i>	If you know a particular Project you would like to filter by, enter here.
<i>Account</i>	If you know a particular Account you would like to filter by, enter here.
<i>GL Account</i>	If you know a particular Account you would like to filter by, enter here.
<i>Function</i>	If you know a particular Function you would like to filter by, enter here.
<i>Program</i>	If you know a particular Program you would like to filter by, enter here.
<i>Purpose</i>	If you know a particular Purpose you would like to filter by, enter here.
<i>Site</i>	If you know a particular Site you would like to filter by, enter here.

4. If you are satisfied with your choices and do not need to engage FOAPs exclusion Filters, click the **Finish**

Report Results

REPORT FEATURES RESULTS



Department: 928000
 Department Description: Budget & Planning
 Department Manager: Smith, Sandra Paige
 Division Manager: Smith, Sandra Paige
 Business Unit: S1769
 Fiscal Year: 2022
 Date: Jun 8, 2022

Payroll Transaction Detail

Department	Account	Fund Category	Fund	Project	Program	Site	Purpose	Function	Employee Name	Employee ID#	Position ID#	Job Code	Job Title	Actuals	Encumbrance	Pre-Encumbrance	SUNPREM	CWSL_OH	Payroll End Date	Check Date	Journal ID
928000 - Budget & Planning	60607 - Retirement Expense-TRS	200 - Designated Operating-Managed	930029 - Designated Open-Central Alloc	-	-	-	-	550 - Institutional Support	Adalenevth Gordon	<u>11179392</u>	00010121	30122	Director	\$741.48	\$0.00	\$0.00	\$0.00	\$0.00	May 31, 2022	Jun 1, 2022	HR00204125

Department, Department Description, Department Manager, Division manager, Business Unit, Fiscal Year and Date are listed on the upper left corner of the report.

DRILL-THROUGH OPTIONS

Clicking on Employee IDs that are underlined will drill directly through to the “Payroll Transaction Detail” for that employee.

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.

The screenshot shows the 'Fund Category Tree' interface. It includes a 'Clear All Selections' button and a 'Refresh' button. Below these are two columns for 'Fund Category Level A' and 'Fund Category Level B'. Level A has a dropdown menu set to 'Fund Cat A All' and two rows: 'A30 - Restricted Expendable'. Level B has two rows: 'B40 - Sponsored Projects-Restr'. At the bottom, there is a date 'Jan 10, 2018' and a navigation bar with links: 'Top', 'Page up', 'Page down', and 'Bottom'. An arrow points to the 'Page down' link.

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 of 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

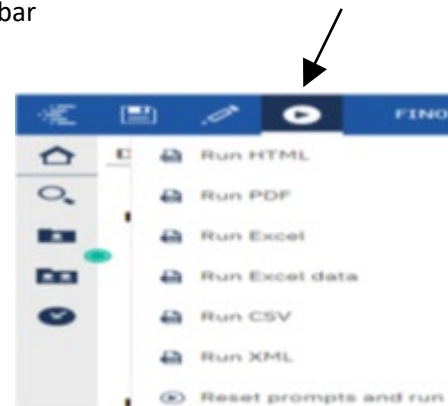
Click the “**Share**” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “**Email**”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



RUN REPORT AND DOWN LOAD OPTIONS

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

