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

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).

<table>
<thead>
<tr>
<th>Parameter</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>Default will pull “All Units” or you may enter one particular year or multiple years by which to filter the report.</td>
</tr>
<tr>
<td>Department Tree</td>
<td>If you know a particular department tree you would like to filter by, enter here</td>
</tr>
<tr>
<td>Journal ID</td>
<td>If you know a particular Journal ID you would like to filter by, enter here</td>
</tr>
<tr>
<td>Employee ID</td>
<td>If you know a particular Employee ID you would like to filter by, enter here</td>
</tr>
<tr>
<td>Department</td>
<td>If you know a particular department(s) you would like to filter by, enter here</td>
</tr>
<tr>
<td>Department Level</td>
<td>If you know a particular Department Level you would like to filter by, enter here</td>
</tr>
</tbody>
</table>
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.*

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

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, 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

3. 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.

4. 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.)

5. 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.)

6. Use the “Page Down” Link at the bottom left to see additional pages (if any).

7. 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 of your screen.

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 DOWNLOAD 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 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