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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.

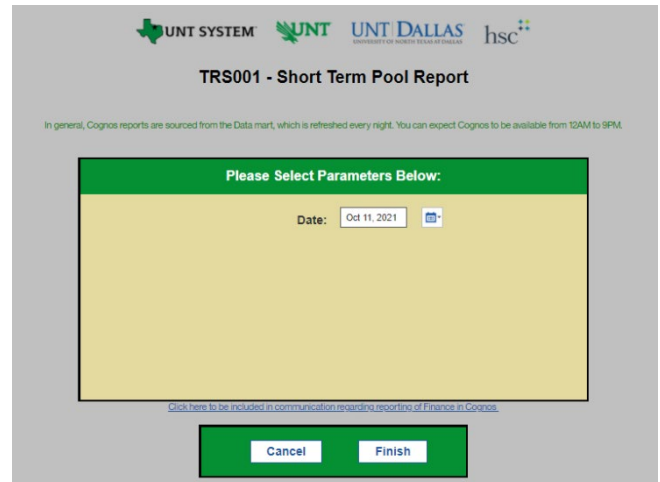
## Locate Report

1. From the Budget & Planning [Reporting Page](#), locate “[TREAS001 – Short Term Pool Report](#)” 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.



1. Select your parameter choices.  
(Select Report to Run parameter within this report is required).

<i>Date</i>	Default is set to be current date. If you would like to select a different date, click the calendar icon on the right of the box and select the date by which you would like to filter your report by.
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2. If you are satisfied with your choices, click the **Finish Button**.

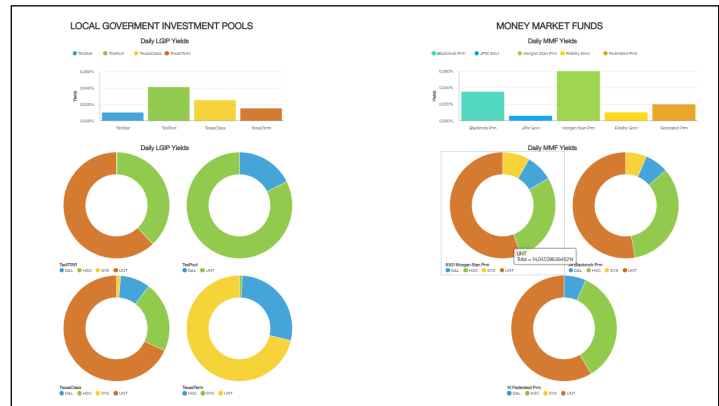
# Report Results

## Report Results

### REPORT FEATURES

- The report provides consolidated short term amount for 4 business units for selected date.
- The graphs shows the daily yield percentage of each database and daily yield amount for each business unit

CURRENT DATE CONSOLIDATED SHORT TERM POOL										
UNIT	CDR	UNT	HSC	DAL	BYS	Total	BSG Totl 1-3 Months (9/30/21)	Benchmark		
10/19/2021	0.02%	6,322,716.31	4,274,816.63	693,546.00	700,703.61	11,791,822.55	12,286,944.82	<-0.02	Over Benchmark	
Total	0.02%	6,322,716.31	4,274,816.63	693,546.00	700,703.61	11,791,822.55	12,286,944.82	<-0.02	Over Benchmark	
MMP										
10/19/2021	Yield	NW	UNT	HSC	DAL	BYS	Total	BSG Totl 1-3 Months (9/30/21)	Benchmark	
10/19/2021	Blackrock Perm	0.000%	10000	16,853,094.73	-	271,103.71	17,124,198.44	<-0.02	Over Benchmark	
10/19/2021	JPM Govt	0.000%	10000	10,000,000.00	6,226,146.63	-	16,226,146.63	<-0.02	Over Benchmark	
10/19/2021	Fidelity Perm	0.000%	10004	10,000,338.36	6,226,847.00	36.08	16,227,181.44	<-0.02	Over Benchmark	
10/19/2021	Merger (Stat Perm)	0.000%	10002	14,042,096.56	6,893,264.90	2,098,499.89	23,033,861.35	<-0.02	Over Benchmark	
10/19/2021	Fidelity Govt	0.000%	10000	11,750,000.00	-	50,000.00	11,800,000.00	<-0.02	Over Benchmark	
10/19/2021	Total	0.000%	10002	54,667,529.55	23,346,362.53	5,368,646.68	83,382,538.76	<-0.02	Over Benchmark	
MMP										
10/19/2021	Govt MMF	0.000%	10003	23,765,000.00	6,251,146.63	50,000.00	30,066,146.63	<-0.02	Over Benchmark	
10/19/2021	Fidelity MMF	0.000%	10004	26,077,000.00	23,427,073.00	4,985,000.00	54,489,073.00	<-0.02	Over Benchmark	
10/19/2021	Total	0.000%	10002	49,842,000.00	29,678,219.63	5,435,000.00	84,955,219.63	<-0.02	Over Benchmark	
BYS										
10/19/2021	BNK	-	-	6,322,716.31	4,274,816.63	693,546.00	11,291,078.94	<-0.02	Over Benchmark	
10/19/2021	LSP	-	-	61,000,000.00	16,853,094.73	5,000,000.00	82,853,094.73	<-0.02	Over Benchmark	
10/19/2021	MFI	-	-	58,667,000.00	23,346,362.53	5,000,000.00	87,013,362.53	<-0.02	Over Benchmark	
10/19/2021	Total	-	-	124,991,716.31	43,474,273.86	10,693,546.00	179,159,536.17	<-0.02	Over Benchmark	



### DRILL-THROUGH OPTIONS

The report currently does not offer 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 [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

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
		Total	649.25	649.25
Total			649.25	649.25
Total			34,170,371.53	34,170,371.53

Sep 29, 2021 12:03:59 PM

Report - Total

Top Page up Page down Bottom

*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.

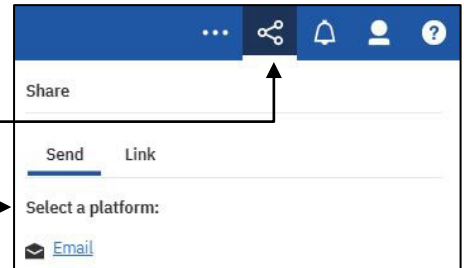
## Exporting Your Report Results

### 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

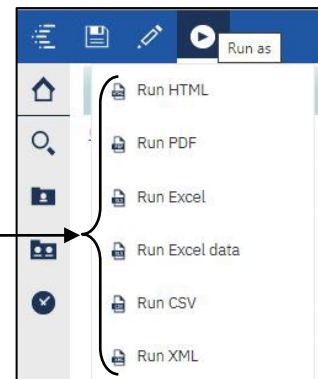
Click the **“Share”** symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select **“Email”**. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.



#### RUN REPORT AND 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).