

IMPORTANT NOTES TO USING & REVIEWING YOUR RESULTS 1

LOCATE REPORT 2

REPORT SETUP - PROMPT PAGES 2

 REPORT FOCUS FILTERS / PAGE 1 2

REPORT RESULTS 2

 REPORT FEATURES 2

 DRILL-THROUGH OPTIONS 3

COGNOS REPORT FUNCTIONALITIES..... 4

 LAYOUT OVERVIEW..... 4

EXPORTING YOUR REPORT RESULTS..... 4

 EMAIL REPORT DIRECTLY 4

 RUN REPORT AND DOWN LOAD OPTIONS 5

ERROR RESULTS 5

 RUN REPORT ERROR 5

 DRILL-THROUGH MESSAGE OR ERROR..... 5

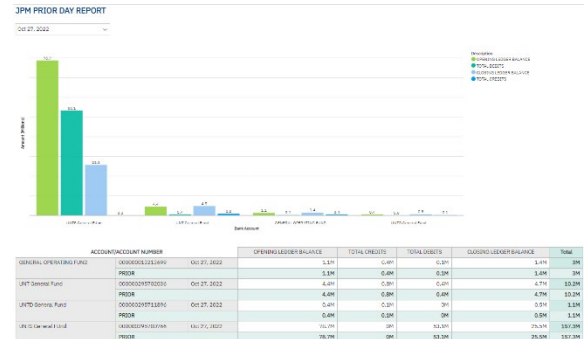
Important Notes to Using & Reviewing Your Results

- **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 “TREAS005 – JPM Prior Day Report”

2. Login to IBM Cognos to run the report.



Report Setup- Prompt Pages

Report Setup - Prompt Pages

REPORT FOCUS FILTERS

On the main page of the report, on the upper left side, there is a date filter prompt. You may select a date to filter the report by.

On page 2, 3, and 4, there is a Description filter on the upper right side of the report. You may use this to select a description to filter the charts by. The filter will be applied to all pages.

Report Results

Report Results

REPORT FEATURES



- The first page provides Account, Account Number and the amount for each Description (Opening Ledger Balance, Total Credits, Total Debits, and Closing Ledger Balance) and Total for the selected date.
- The next 2 pages are charts that show changes for each fund monthly and daily.
- The last page are charts that show monthly average for each fund.

DRILL-THROUGH OPTIONS

- The report is currently offering no 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 troubleshoot.)

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
Total			0	0

Sep 29, 2021 1 12:03:59 PM

Top Page up Page down Bottom

Report - Total

Top Page up Page down Bottom

- 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

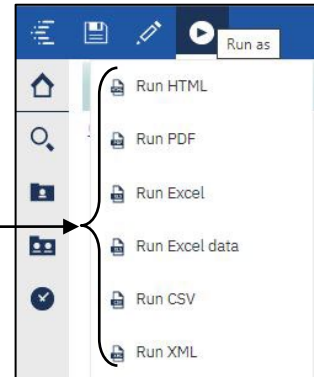
Click the “Share” symbol dropdown (next to the bell) on the upper right hand of the toolbar on your screen to select “Email”. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.

The screenshot shows a toolbar with icons for a menu (three dots), share (two people), notifications (bell), user profile, and help (question mark). A dropdown menu is open under the share icon, showing 'Share' at the top, followed by 'Send' and 'Link' options. Below these is a 'Select a platform:' section with an 'Email' option highlighted.

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).

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.

 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 ←