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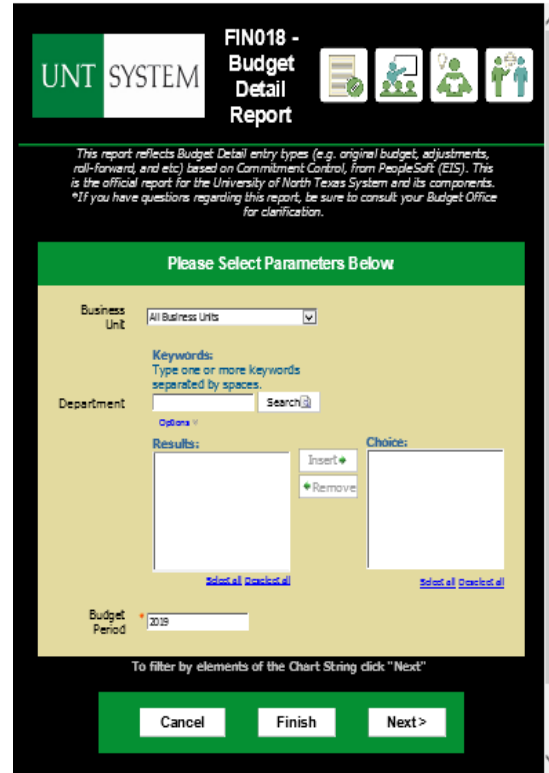
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Important Notes to Using & Reviewing Your Results

- **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. **Login** to your MYUNT Portal and click on the **Reports Tab**.
2. Under “Financial Reporting”, choose “**FIN018 - Budget Detail 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).

<i>Business Unit</i>	Default will pull “All Units” or you may use the Dropdown to select one particular unit by which to filter the report.
<i>Budget Period</i>	The budget year automatically fills with the current operating year and you may override if you prefer by typing in the box.
<i>Department Manager</i>	You can Search by either the DeptID, Dept Descriptions or if you know the manager, you may type here and search. For further search features, click the Options Link to expand additional search methods. Your results appear in the left box. Highlight any or all results and click the Insert Button to include as your filter choice here. *Notes: CTRL + Click to choose more than one. If you need to view several departments and have a numbered list, you can use the department selection on the Detailed Filters/Page 2 below.

- 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

- 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>Department</i>	If you chose Department(s) on the first page, they will automatically appear here. You can type or paste multiple choices additionally within the Right Box to insert additional or from a list. When you are ready be sure to click the Insert Button to add your entries to the Choices Box .

- If you are satisfied with your choices and do not need to engage FOAPs exclusion Filters, click the **Finish Button**. Otherwise, to run by excluding particular FoAPs elements, click the **Next Button**.

DETAILED FILTERS – CHARTSTRING EXCLUSIONS / PAGE 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>Et al...</i>	The strings listed here mirror the Inclusions descriptions listed for the previous page.
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- 6. When you are satisfied with your choices, **click the Finish Button** to run the report.
**If you need to make changes or want to check your filters, you can click the Back Button at any time to review and click the Finish Button from any point without having to re-enter your information.*

Report Results

Report Results

REPORT FEATURES

- Results are listed by **Business Unit** Budget Period, Department, Fund Cat, Fund Account Type, and Budget Types
- **The Business Unit** appears first in the reporting structure followed by budget period, chartstrings and budget types.

BUSINESS_UNIT	BUDGET_PERIOD	DEPARTMENT	FUND_CATEGORY	FUND	Account_Type_Long	ORIGINAL_BUDGET_POS_NET	BUDGET_ADJUSTMENT_POS_NET	TRANSFER_ADJUSTMENT	TRANSFER_ORIGINAL	CLOSING_BUDGET_POS_NET	ROLL_FORWARD_BUDGET_POS_NET	CURRENT_BUDGET_POS_NET
MT752	2019	110160	200	803001	Expense	-9,443	0	0	0	0	0	-9,443
MT752	2019	110160	202	803000	Expense	0	0	0	0	0	-7,713.62	-7,713.62
MT752	2019	122100	105	803001	Expense	-43,767.39	-471.02	0	0	0	0	-44,438.41
MT752	2019	122100	105	803010	Expense	0	-2,802.76	0	0	0	0	-2,802.76
MT752	2019	122100	105	803012	Expense	0	-2,532.82	0	0	0	0	-2,532.82
MT752	2019	122100	105	803013	Expense	0	-6,348.2	0	0	0	0	-6,348.2
MT752	2019	122100	200	803001	Expense	-28,000	-4,134.27	0	0	0	0	-32,134.27
MT752	2019	122100	200	803001	Revenue	0	600	0	0	0	0	600

DRILL-THROUGH OPTIONS

- **Clicking** on any of the Current Budget amounts will drill directly through to this report
“FIN001 – Budget Overview Report”.
- **Clicking** on any of the underlined dollar amounts on the FIN001 - Budget Overview Report will drill-through to the “FIN003 – Transaction Detail Report”
 To view the detailed transactional line that makes up the chosen amount.



Budget Overview

[Click here for all transactions that make up this report](#)

Department: 122100 - Military Science (MT752) Fund Category: 105 - Educational & General Fund: 803010 - State Approp-CA SI

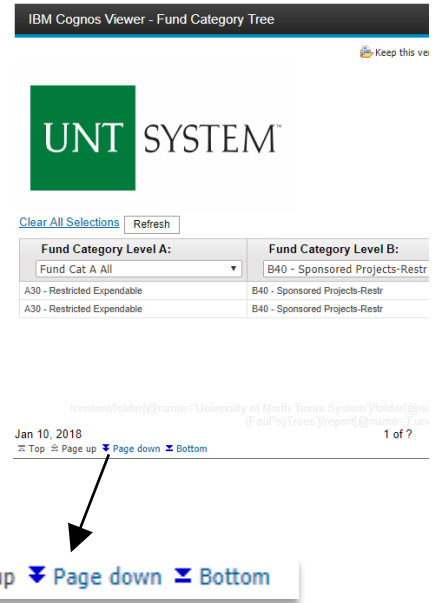
Account	Function	Current Budget	Actual	Encumbrance	Pre-Encumbrance	Balance
80302 - Payroll Related Costs	105 - Education-General	2,043.76	2,043.76	0.00	0.00	(241.91)
80302 - Payroll Related Costs Total		2,043.76	2,043.76	0.00	0.00	(241.91)
Capital - Total		2,043.76	2,043.76	0.00	0.00	(241.91)
Net Total		2,043.76	2,043.76	0.00	0.00	(241.91)
Report - Total		2,043.76	2,043.76	0.00	0.00	(241.91)

Year	Budget Period	Account Detail	Account Type	Dept	Department	Fund Cat	Fund	Function	Function	Program	Program	Purpose	Site	FB/PR	Project	Order	Budget	Actual	Encumbrance
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
2019	2019	80302 - Payroll Related Costs	80302	Expense	122100	Military Science	105	Education & General	80302	State	Education-General	105					0.00	241.91	0.00
Overall - Total																	0.00	2,043.76	0.00

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 Play Button** in the upper right hand toolbar of your screen.



Exporting Your Report Results

Exporting Your Report Results

In the upper right of your screen you will see multiple options to use your results.

EMAIL REPORT DIRECTLY

Click the **“Keep this Version” Dropdown** to select **“Email Report”**. Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.

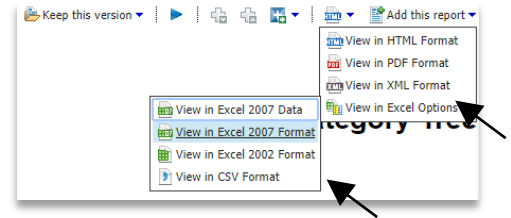


ACROBAT PDF

Click the **HTML Paper Dropdown** to choose **“View in PDF Format”**.

EXCEL DATA XLS

Click the **HTML Paper Dropdown** to choose **“View in Excel Options”**. You will need to also select a further output type. The most common one you will use is **“View in Excel 2007 Format”**.



Error Results

Error Results

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 **Play Button** in the upper right toolbar.

