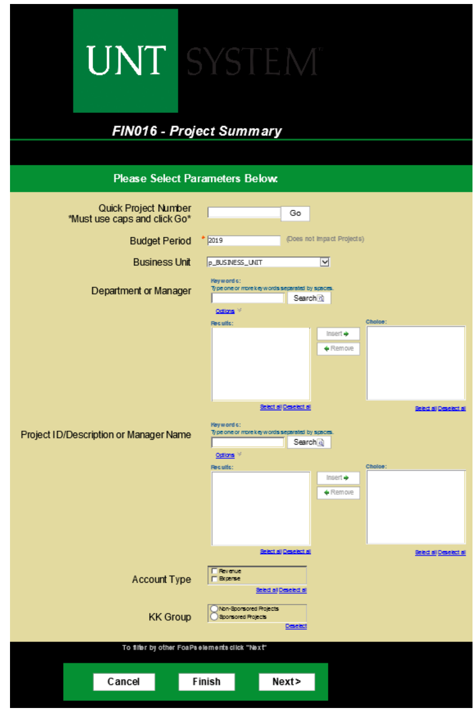
Important Notes to Using & Reviewing Your Results

- ## Notes
  - **Data Population**
    This report is populated from the KK Ledger
  - **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 Post & Pending**
    Actuals are show both from approved and posted stated as well as a separated amount for those that are pending against the same account.
  - **Sponsored / Non-Sponsored**
    This reports dynamically reflects both types of projects and will break out F&A when necessary.

Locate Report

1. **Login** to your MyUNT Portal and click on the **Reports Tab**.
2. Under "Financial Reporting", **choose** "FIN016 – Project Summary 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).

Quick Project Number	Simply drop a Project Number here and either **click the Go Button** or *tab and enter to select the Go Button itself before hitting enter*. This quickly runs the report for a single project. *If you hit the Enter Button before you have tabbed out of the field, it will simply take you to the next parameters page instead.*
Budget Period	The budget year automatically fills with the current operating year and you may override if you prefer by **typing** in the box.
Business Unit	Default will pull "All Units" or you may use the **Dropdown** to select one particular unit by which to filter the report.
Department Manager	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.
Project ID…	You can **Search** by either the Project ID, Project 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.*
Account Type	Default **unchecked** will allow for both. You do not need to click "Select All" to do so. Otherwise, choose to **limit** the report results to Revenue or Expense by **checking** the appropriate boxes.
KK Group	Default for this report is set to **Budgetary** and **Non-Budgetary** as selected only. Otherwise, choose to **limit** it to Budget Group type by **checking** the appropriate boxes as needed to focus and limit viewing results.

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.

Fund Category	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**.
Fund	If you know a particular Fund you would like to filter by, **enter** here.
Function	If you know a particular Function you would like to filter by, **enter** here.

Department	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**.
Account	If you know a particular Account you would like to filter by, **enter** here.
Project	If you chose Project(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**.
PC Business Unit	Available PCBUs are displayed in the dropdown. If you know a particular PC Business Unit you would like to filter by, **select** it here. If using a PCBU, **only one** may be filtered for at a time.
Activity	If you know a particular Activity you would like to filter by, **enter** here.
Program	If you know a particular Program you would like to filter by, **enter** here.
Purpose	If you know a particular Purpose you would like to filter by, **enter** here.
Site	If you know a particular Site you would like to filter by, **enter** here.
Exclude Fund	If there is a particular Fund you do not want to intermingle in your views, you may **enter** it here. *(Only one may be entered).*
Ledger	The default selections will show you where the budgets have been entered. You can choose additional selections or remove defaults by **clicking** the **Checkboxes**.

4. 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

5. Select your parameter choices.

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Et al….	The strings listed here mirror the Inclusions descriptions listed for the previous page.

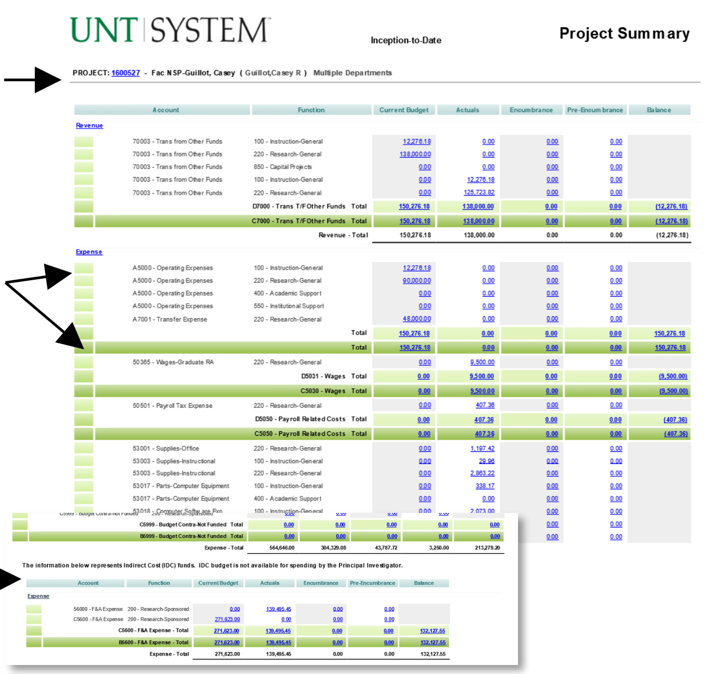
6. When you are satisfied with your choices, **click** the **Finish Button** to run the report.
**If you need to make changes or want to check your filters, you can click the Back Button at any time to review and click the Finish Button from any point without having to re-enter your information.*

Report Results

Report Results

REPORT FEATURES

- Results are grouped by **Projects** and indicated by the **Underlined Title Bar**.
- **Budget Accounts** will duplicate **IF** the budget for that account is spread across more than one **Function**.
- The **Light Green Bars** indicate groupings of lower level hierarchy **Budget Account Trees**. The **Dark Green Bars** indicate the rollup level hierarchy **Budget Account Trees**.

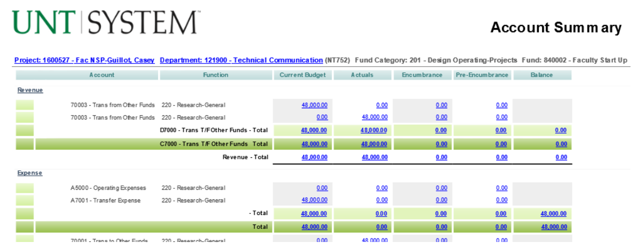


PROJECTS WITH F&A

- Projects that have data posted to accounts listed as F&A will appear after the initial set of information. A message separates data and these accounts are indented below the main body set.

Drill-Through Options

- **Clicking** on the Project ID itself in the **Underlined Title Bar** (see above) will drill directly through to the "FIN002 - Account Summary Report".
    - **note 1: See the Account Summary Guide for more information on this report.*
    - **note 2: Unless you unchecked the defaults on the first Prompt Page, the report will display **only** Department Details **without** Projects included!*

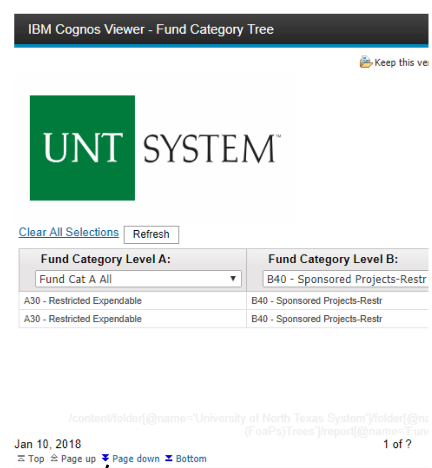


- **Clicking** on any of the underlined dollar amounts will drill-through to the "FIN003 – Transaction Detail Report" to view the detailed transactional line that makes up the chosen amount.

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

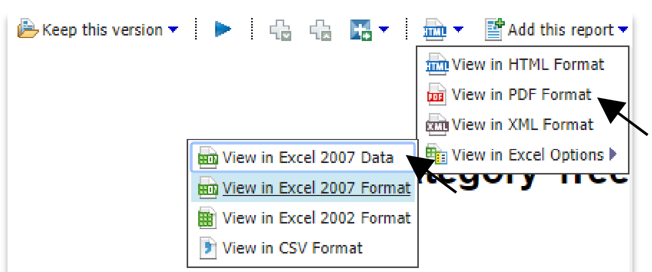
Click the **"Keep this Version" Dropdown** to select "Email Report". Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.

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.