When to select output format [1]

May 11, 2017 by Carl Sorenson [2]

Summary

On a prompt page? This is not a good time to select a different output format.

Detail

As you probably know from watching Running a Report in CU-Data [3], CU-Data's Cognos 11 software lets you switch output formats after your initial run. Also, not shown in the video, you can select an output format at the outset, by selecting *run as* from the three dots "more" menu that appears to the right of the report name.

But the Cognos 11 software also lets you select an output format when you are on an m-Fin prompt page. Don't do this (see reference Tower of Power [4]). It bypasses some of the prompting, which can get really confusing.

m-Fin REVENUE AND EXPE... ×   +

https://cu-data.cu.edu/bi/?perspective=classicviewer&id=iCE6FF356648049   C   Q Search

m-Fin REVENUE AND EXPENDITURE TOTAL ⌄

- Run HTML
- Run PDF
- Run Excel
- Run Excel data
- Run CSV
- Reset prompts and run

Good

ACCOUNT SUMMARY AND SUBTOTALING: *

Colorado
chutz Medical Campus

REVENUE AND EXPENDITURE TO

FISCAL YEAR 2017 THROUGH ACCOUNTING PERIOD 11 (May

This is an output page.

	ACCT	BU CONT	TEMP	(A)	(B)	(
REVENUES						
INVESTMENT REVENUE	230300 -- INVSTREV-CONSOLIDATED	0.00	0.00	0.00	0.00	
	INVESTMENT REVENUE	**0.00**	**0.00**	**0.00**	**0.00**	

Welcome

https://cu-data.cu.edu/bi/?perspective=home

Search

CU-Data

Welcome ⌄

Team content   Finance   All content   I←

Name   ^   Modified

m-Fin POSITION BUDGET - ACTUALS DETAIL   6:46 PM
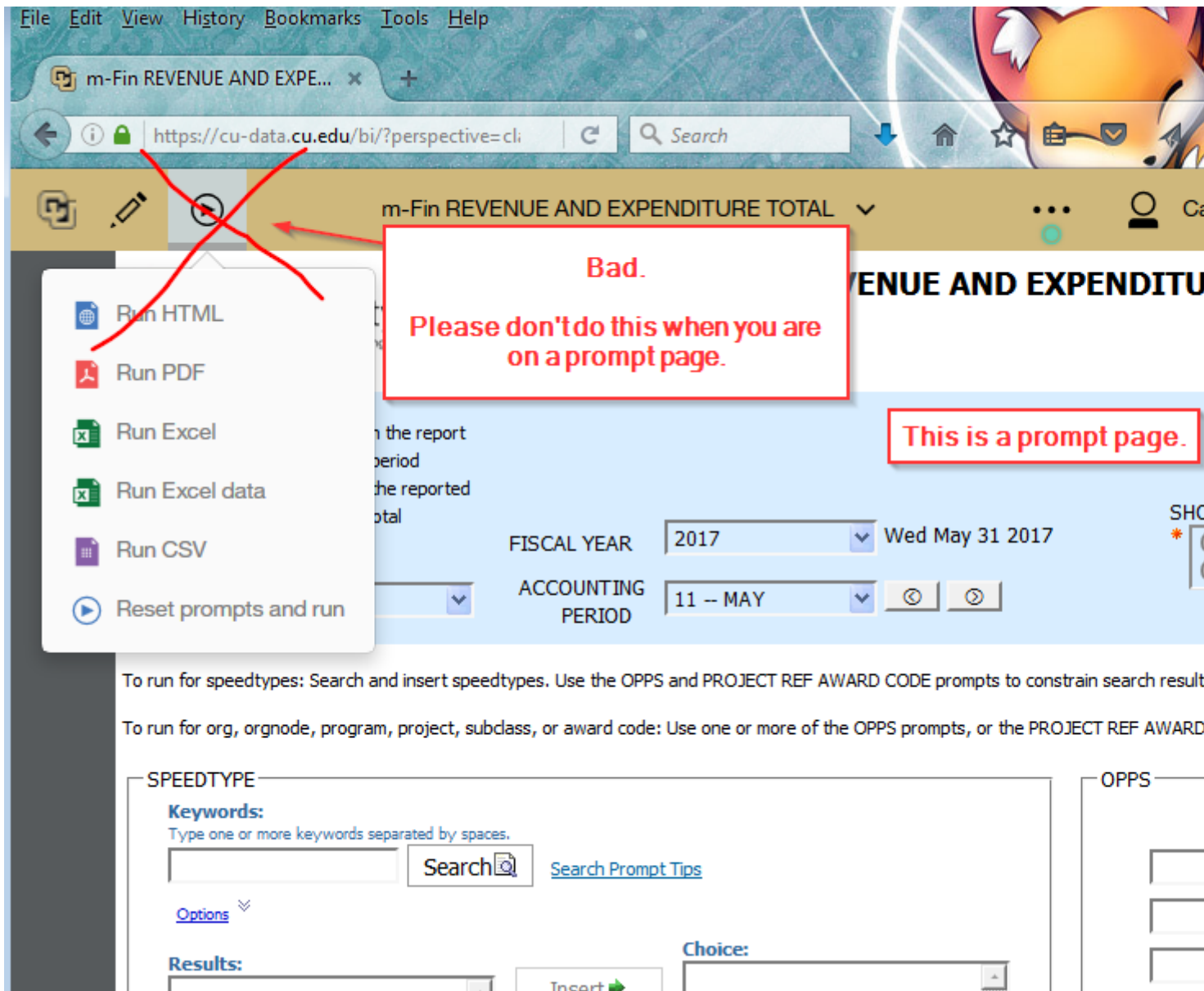
m-Fin POSITION BUDGET II   5/1/2017
                                           10:19 PM

m-Fin RECEIVABLES ACTIVITY   5/1/2017
                                           2:50 PM

m-Fin RECEIVABLES TRANSACTION FINDER   5/3/2017
                                           2:55 PM

m-Fin REVENUE AND EXPENDITURE ACTUALS   5/1/2017
BY MONTH - TOTAL   4:44 PM

m-Fin REVENUE AND EXPENDITURE SUMMARY   5/10/2017
                                           11:14 PM

m-Fin REVENUE AND EXPENDITURE TOTAL   5/3/2017
                                           3:02 PM

m-Fin SPEEDTYPE ONE-LINER   5/9/2017
                                           5:48 PM

m-Fin SPEEDTYPE SUMMARY   5/9/2017
                                           10:19 PM

Good

U-Da

dashboard

Run as

Create rep

LORA

File Edit View History Bookmarks Tools Help

m-Fin REVENUE AND EXPE... × +

https://cu-data.cu.edu/bi/?perspective=cli

Search

m-Fin REVENUE AND EXPENDITURE TOTAL ∨ ••• Ca

Run HTML

Run PDF

Run Excel

Run Excel data

Run CSV

Reset prompts and run

Bad.

Please don't do this when you are on a prompt page.

VENUE AND EXPENDITU

This is a prompt page.

the report
period
the reported
tal

FISCAL YEAR 2017 ∨ Wed May 31 2017 SHC

ACCOUNTING PERIOD 11 -- MAY ∨

To run for speedtypes: Search and insert speedtypes. Use the OPPS and PROJECT REF AWARD CODE prompts to constrain search result

To run for org, orgnode, program, project, subclass, or award code: Use one or more of the OPPS prompts, or the PROJECT REF AWARD

SPEEDTYPE

Keywords:
Type one or more keywords separated by spaces.

Search Search Prompt Tips

Options ≫

Results:

Choice:

Insert ➡

OPPS

Send email when Published:
No

Source URL: https://www.cu.edu/blog/m-fin/when-select-output-format

Links
[1] https://www.cu.edu/blog/m-fin/when-select-output-format [2] https://www.cu.edu/blog/m-fin/author/1555
[3] https://www.cu.edu/controller/m-fin-how-running-report-cu-data
[4] https://www.youtube.com/watch?v=wffRNjGGr4E