

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.

FileEditViewHistoryBookmarksToolsHelp

m-Fin REVENUE AND EXPE... x +

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

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Run CSV

Reset prompts and run

Good

m-Fin REVENUE AND EXPENDITURE TOTAL v

ACCOUNT SUMMARY AND SUBTOTALING: *

REVENUE AND EXPENDITURE T

FISCAL YEAR 2017 THROUGH ACCOUNTING PERIOD 11 (May

This is an output page.

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

Run HTML

Run PDF

Run Excel

Run Excel data

Run CSV

Reset prompts and run

Good

ACCOUNT SUMMARY AND SUBTOTALING: *

REVENUE AND EXPENDITURE T

FISCAL YEAR 2017 THROUGH ACCOUNTING PERIOD 11 (May

This is an output page.

REVENUES

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

File Edit View History Bookmarks Tools Help

Welcome x +

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

CU-Data Welcome v

Team content Finance + All content <

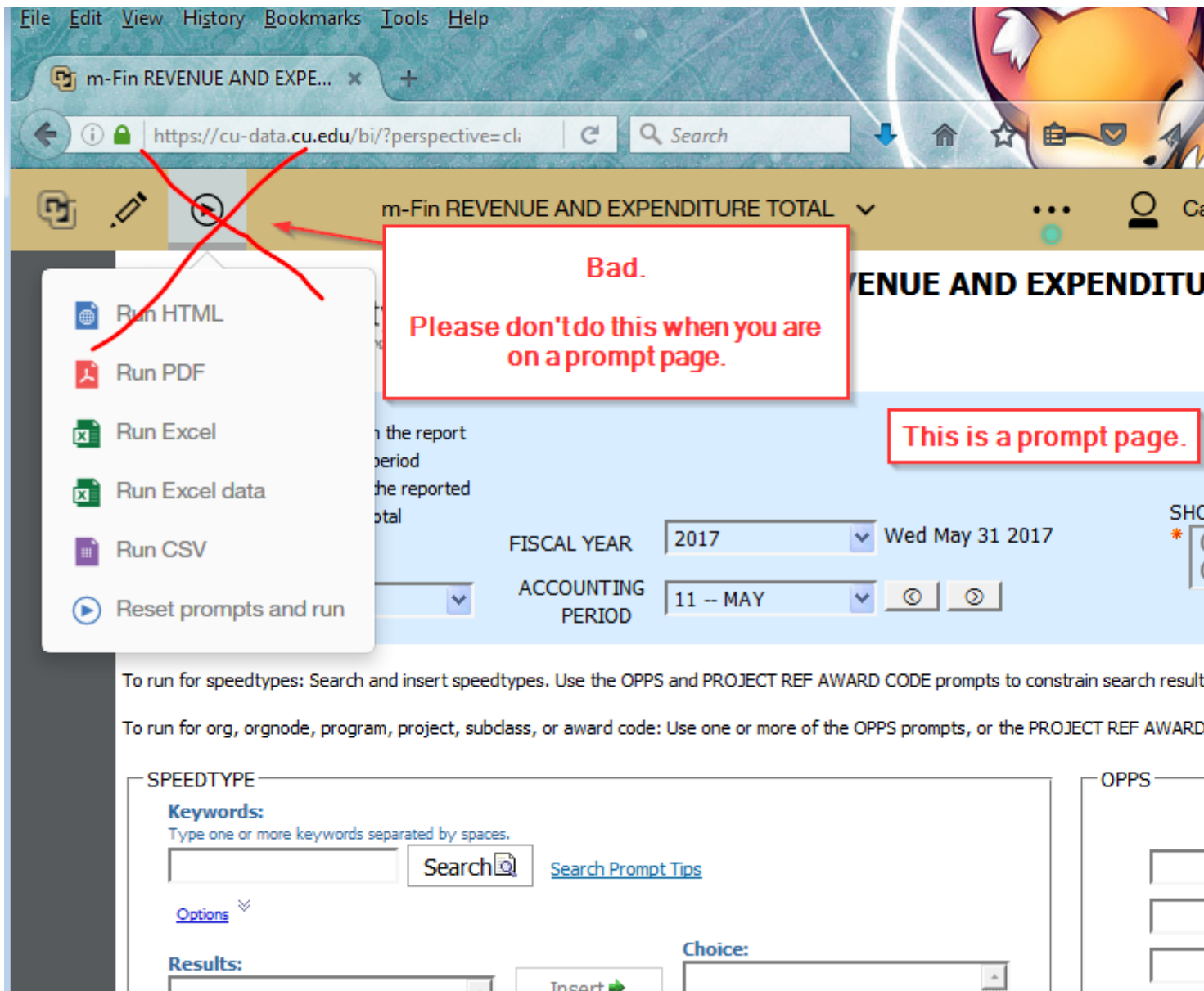
Name ^	Modified
m-Fin POSITION BUDGET I - ACTUALS DETAIL	6:46 PM
m-Fin POSITION BUDGET II	5/1/2017 10:19 PM
m-Fin RECEIVABLES ACTIVITY	5/1/2017 2:50 PM
m-Fin RECEIVABLES TRANSACTION FINDER	5/3/2017 2:55 PM
m-Fin REVENUE AND EXPENDITURE ACTUALS BY MONTH - TOTAL	5/1/2017 4:44 PM
m-Fin REVENUE AND EXPENDITURE 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

Run as

Create rep

LORA



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[3] <https://www.cu.edu/controller/m-fin-how-running-report-cu-data>
[4] <https://www.youtube.com/watch?v=wffRNjGGr4E>