

Sac Vault Frequently Asked Questions

Why am I not getting the results that I am expecting?

Make sure you are using Internet Explorer as your browser. Other browsers may or may not give you the correct results.

I see the budgeted funds report has 4 chartfield prompts and the trust only has 3 chartfield prompts. Why?

The trust report can only be used for one fund at a time, so, department, class and account are the only chartfield prompts that are needed. The fund is listed at the top of the report. The budgeted funds report can use more than one fund therefore you might want to put fund as one of the chartfield prompts.

I run a lot of different reports and make them specialized by using the next button and filtering the account or class. When I go from one report to another the filtering doesn't clear. Why?

Yes, that is correct. After the initial report run, you may return to the selection screens by hitting the "run" button. The report will remember all the criteria that were previously chosen. Users must remember to adjust their criteria if desired. One way to make sure all criteria are cleared is to use the "return" button which will take you back to the beginning.

Why can't I get my report to download to excel?

Take a look at Section 3 One-Time Computer Set-Up in the training guide. Settings in Internet Explorer may need to be changed. To find the training guide go to www.csus.edu/irt/acs/services/cms/training/reference.stm and then click on finance. If you still experience difficulty downloading to excel, log off Cognos (still keeping Internet Explorer open) clear your cache and then click refresh.

Why isn't my PO or requisition or reduction to encumbrances showing up in Cognos?

The updating of Cognos is done every evening at 6pm. Then the nightly CMS processes are done after that in order to avoid conflicts. So, you may find that Cognos isn't updated for 2 business days.