Cognos Report Studio Guide
Table of Contents

Logging into Cognos ........................................................................................................................ 3

Viewing Summary Information ........................................................................................................ 6

Running a Report .............................................................................................................................. 6

Rerunning a Report ........................................................................................................................... 9

Comparing Summary Information .................................................................................................. 10

Viewing Detailed Information ....................................................................................................... 11

PTA Cost Detail – Export ............................................................................................................... 11

PTA Cost Detail – Print .................................................................................................................... 12

Running a Detail Report .................................................................................................................. 13

Exporting to Excel ........................................................................................................................ 15

Saving/Printing in PDF Format ..................................................................................................... 16

Saving Report Parameters .............................................................................................................. 18

Copying Canned Reports ............................................................................................................ 18

Setting Report Parameters ......................................................................................................... 19

Scheduling Reports ....................................................................................................................... 22

Viewing Report Output Versions .................................................................................................. 24

Viewing Older Versions of Output ................................................................................................ 25

Deleting Older Versions of Output ............................................................................................... 25

Additional Navigation Information .............................................................................................. 26

Using the Navigation Tabs .......................................................................................................... 26

Navigation Pane ............................................................................................................................ 27

Using the Toolbar .......................................................................................................................... 28
Logging into Cognos

1. Navigate to the IMSS page at the following url: www.imss.caltech.edu. Your browser settings must allow cookies for the Caltech link to connect.

   ![Image of IMSS page](image)

   **NOTE:** You can view how current the data is, as well as see if any of the loads are still running, by hovering your cursor over the Caltech Data Warehouse link.

2. Click on the Caltech Data Warehouse link.

   ![Image of IMSS page](image)
3. Enter your username and password (this is the same as your access.caltech/IMSS login credentials) and click the OK button.

4. Click on My Home.

5. Click on Continue to Caltech Data Warehouse.
6. Click on **Grants Accounting**.

7. Click on **Canned Reports**.
Viewing Summary Information

**FY and ITD – PTA Summary Report**

This report provides a summary-level view of the status of a PTA. It is used to answer such questions as “How much money do I have left on this account?” or “What is the budget on this account?”

The report includes the Total Budget, Carry Forward Balance, Prior FY Commitments, Period Costs, Total Costs, Commitments, and Available Balance information.

**Running a Report**

1. Click on the FY and ITD – PTA Summary link.

**NOTE:** Only the first 10 reports are displayed in this section. To view additional reports, click on the double arrow icon.
2. Enter the applicable parameters; then click on the Finish button (located at the top and bottom of the page).

- **Period Name**
- **Project Number**
- **Task Number** (task number is case sensitive). This field is optional.

**Note:** Make sure the **FY or ITD** radio button at the top of the page is set to **FY** when viewing GB accounts.
Viewing Period Costs and Commitments from this report

1. Click on the dollar amount hyperlink in the Period Costs column.

The Expenditure Details window will open.

2. Click on the dollar amount hyperlink in the Period Costs column.

3. Click the x in the upper right hand corner of the window to return to the Summary window.
Rerunning a Report

1. Click on the Run icon to change parameters (Period, Project, etc).

   The Report Filters window will open.

2. Enter new search criteria.
Comparing Summary Information

You can use the same report to compare prior FY data. For example, let’s say you would like to know what your Period Costs were for the same period last year for the Exp Cat of Materials and Supplies.

Rerun the above report selecting the Period of SEP-FY2007.

SEP-FY2008

Comparing the two reports one can note that Period Costs for the account for SEP-FY2007 was $5,670.00 whereas the Period Costs for the same period in FY2008 was $3,554.26
Viewing Detailed Information

There are two reports available for viewing expenditures. These are the **PTA Cost Detail – Export** and the **PTA Cost Detail – Print**. While both reports list Expenditures and Commitments, the formats are very different.

### PTA Cost Detail – Export

<table>
<thead>
<tr>
<th>Period Name</th>
<th>Project</th>
<th>Award</th>
<th>Exp Date</th>
<th>Category</th>
<th>Expenditure Type</th>
<th>Task Number</th>
<th>Award Number</th>
<th>Expenditure Type</th>
<th>Supplier</th>
<th>PO Number</th>
<th>Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEP. FY2009</td>
<td>RM.</td>
<td>123</td>
<td>10-09-10</td>
<td>Materials</td>
<td>Computer Software</td>
<td>24</td>
<td>All</td>
<td>All</td>
<td>Computer Software</td>
<td>ZONES INCORPORATED</td>
<td>1376925</td>
</tr>
<tr>
<td>SEP. FY2009</td>
<td>RM.</td>
<td>123</td>
<td>10-09-10</td>
<td>Materials</td>
<td>Computer Software</td>
<td>24</td>
<td>All</td>
<td>All</td>
<td>Computer Software</td>
<td>ZONES INCORPORATED</td>
<td>1376925</td>
</tr>
</tbody>
</table>

### Major Characteristics of the Report

- All information (Project, Award, etc.) is displayed in the body.
- Lists all tasks and sub-tasks in sequential order.
- Does not have sub-totals or grand totals.
- Displays several additional columns such as PCard Vendor, Traveler Name, Traveler Destination, Requisition Number, PO Number, Invoice Number and others. Notice how the PCard Vendor name (which is lumped into the Expenditure Comment column in Discoverer) is displayed in a separate column for ease of identification.
- When exported into Excel, all rows are displayed in the same sheet of the spreadsheet.
- When exported into csv an additional field entitled “Exp Item ID” is available.
## Major Characteristics of the Report

- Not all information is displayed in the body. Much of the information such as (Project, Award, Task number, etc.) is displayed in the Header.

- Lists all tasks and sub-tasks in sequential order but you must Page Down to move between tasks.

- Does have sub-totals or grand totals.

- Does not display the additional columns such as PCard Vendor and Traveler information as it does in the other detail report.

- When exported into Excel, each task and sub-task are exported into separate sheets of the spreadsheet.

- When exported into csv an additional field entitled “Exp Item ID” is available.

### Expenditure Details

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Expenditure Type</th>
<th>Exp Item Date</th>
<th>Supplier Or Employee</th>
<th>Doc Number</th>
<th>Expenditure Comment</th>
<th>Expenditure Amount</th>
<th>Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Expenditures</td>
<td>Credit</td>
<td>08-Sep-2008</td>
<td>Office of the CIO/1080</td>
<td>0930278801</td>
<td>Effective May 12, 2005 through Sept. 10, 2005 Vendor shall provide Adobe products requested by the ITS Department in behalf of campus users. Contact: Dimitris Sakitabatisu (323) 356-0200, M/C 312-67, (D), R00104, 5/2005</td>
<td>6,670.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Expenditure Credit Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,670.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>Computer Software</td>
<td>10-Sep-2008</td>
<td>ZONES INCORPORATED</td>
<td>B0030278801</td>
<td>Effective May 12, 2005 through Sept. 10, 2005 Vendor shall provide Adobe products requested by the ITS Department in behalf of campus users. Contact: Dimitris Sakitabatisu (323) 356-0200, M/C 312-67, (D), R00104, 5/2005</td>
<td>1,549.04</td>
<td>0.00</td>
</tr>
<tr>
<td>10-Sep-2008</td>
<td>ZONES INCORPORATED</td>
<td>Los Angeles Sales Tax 8.25%</td>
<td>YR 2002</td>
<td>127.80</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-Sep-2008</td>
<td>ZONES INCORPORATED</td>
<td>B0030278801</td>
<td>Effective May 12, 2005 through Sept. 10, 2005 Vendor shall provide Adobe products requested by the ITS Department in behalf of campus users. Contact: Dimitris Sakitabatisu (323) 356-0200, M/C 312-67, (D), R00104, 5/2005</td>
<td>1,919.91</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-Sep-2008</td>
<td>ZONES INCORPORATED</td>
<td>Los Angeles Sales Tax 8.25%</td>
<td>YR 2002</td>
<td>157.90</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total For Expenditure Type Computer Software</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,248.65</td>
<td>0.00</td>
</tr>
<tr>
<td>Total For Expenditure Category Materials and Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,248.65</td>
<td>0.00</td>
</tr>
<tr>
<td>Total For Task 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9,418.65</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Running a Detail Report

Detailed reports can be run for one or more Projects and one or more Periods. You can also further define your query by specific task or sub-task as well as one or more Expenditure Types.

In the following example, I would like to view all expenditures for computer software for FY2008.

1. Select PTA Cost Detail – Export.

2. Select all periods for FY2008.

3. Enter the applicable Project Number.
4. Enter the applicable **Expenditure Type** (Computer Software in this example).

5. Click the **Finish** button.

The **PTA Cost Detail** window will appear.

Notice that only those records with the **Expenditure Type** of **Computer Software** are displayed.
Exporting to Excel

1) Run the applicable report.

2) Click on the View In drop-down menu.

3) Highlight View in Excel Options.

4) Select the applicable Excel option.

**NOTE:** In order to export to Excel 2007 you must have either Office 2007 or the Microsoft Compatibility pack installed on your PC. This option is not available for MAC users.

**Reminder:** If you are solely interested in a data dump we recommend exporting to csv by selecting the View in CSV Format from the View in Excel Options area.
Saving/Printing in PDF Format

1. Run the applicable report.

2. Click on the View In drop-down menu.

3. Select View in PDF Format.
NOTE: In order to **Save** or **Print** the PDF report you must use the icons within the report and not from the browser menu.

**Converting Report from PDF to HTML format**

Click on the **View In** drop-down menu and select **View in HTML Format**.
Saving Report Parameters

Cognos has the capability of saving canned report parameters which is ideal for people that frequently run reports for the same accounts. Saving report parameters is a two step process; first you must copy the applicable canned report into the My Folders area within Cognos and then you can set your parameters. You can only personalize reports that have been copied into to the My Folders area.

Copying Canned Reports

1. Select the More... link in the Actions column to the right of the applicable report.
   
   The Perform an Action window will open.

2. Click on the Copy... link.

3. Enter the applicable name in the Name field and click on the OK button. This information will appear in the email Subject line for Scheduled reports that are sent as links.
Setting Report Parameters

1. Click on the **Set Properties** icon.

   The **Set Properties** window will open

2. Enter 5 in the **Number of Occurrences** field within the **Report output versions**: section if you will be scheduling reports. **See page 25**.

3. Click on the **Report** tab.

4. Click on **Set...** in the **Prompt values** section.
5. Enter the applicable parameters and click on the **Finish** button.

6. Click on the **Advanced options** link.

**Note:** Only perform this step if you would like to increase the number of rows that are displayed in your report from the standard 20 rows. **If not, skip to step 8.**
7. You can change the number of rows displayed on a page in your report by using the **Number of rows per Web page in HTML reports**: list of values.

8. Click on the **OK** button.
Scheduling Reports

Cognos also has the capability of scheduling reports which is ideal for people that run reports against the same accounts on a regular basis. For example, if you typically run a Summary report on a weekly basis, you can schedule the report to run automatically once a week. You can also set the results to be mailed to you if you prefer.

Due to our nightly processes we recommend that you schedule your reports to run between the hours of 10am and 5pm. If it is a Summary report that you are setting up to view previous month’s data, we recommend that you schedule it to run on the 2nd or 3rd date of the following month in case there is a delay in the nightly process run after the end of month close.

1. Click on the Scheduling icon located in the Actions column to the right of your report.

   The Schedule window will open

2. Schedule the Frequency and Start and End dates and times.

3. Within the Options section, click on the Override the default values box.

   NOTE: The default output when scheduling a report is in HTML format. You may select additional output types (i.e. pdf, excel, etc.) from this section.
4. Click on the applicable Format (HTML, PDF, CSV or Excel Options). You can select one or multiple formats.

5. Click on the **Edit the options**... hyperlink.

6. The **To:** field automatically defaults to your email address. Additional email addresses may be entered manually but need to be separated by a semicolon (;).

   **NOTE:** In order to access your output you will need to click on the links within the email. When you click on the link you will be forced to enter your Cognos credentials and then the report will immediately open. Anyone added to the scheduled email must have a Cognos account in order to retrieve the reports.

7. Enter a character (i.e. the number 1) in the **Body** section (there is a bug with the scheduling that this resolves).

8. Leave the **Include a link to the report** as the default.

9. Click on the **OK** button.

10. Click on the **OK** button on the next window.
Viewing Report Output Versions

Even if you have scheduled reports to run and have selected the option of having them emailed to you, you can also view the output via the **View Managed Output Versions of this Report** in the **My Folders** area.

1. Navigate to the **My Folders** area.

2. Click on the **View Managed Output Versions of this Report** icon from the **Actions** column to the right of the applicable report.

3. Click on the **PDF** link to view report.

4. Click on the **Return** icon to return to the **Versions** window.
Viewing Older Versions of Output

This feature is only available if you changed the **Number of Occurrences** field with the *Report output versions:* section in Step 2 of Setting the Report Parameters on Page 19.

**Note:** The most recent Output version is displayed first.

1. Click on the **Versions drop-down menu** to select output run on a different day.
2. Click on the x icon in the upper right hand corner to return to the *My Folders* area.

Deleting Older Versions of Output

1. Click on the **Manage versions...** link.
2. Click on the box next to the report version and then click on the **Delete** link.
Additional Navigation Information

Using the Navigation Tabs

To navigate to the Caltech Data Warehouse main page, you click on the Continue to Caltech Data Warehouse button or click on the PortalMainPage navigation tab.

![Navigation Tabs Diagram]
Navigation Pane

The panel on the left of the PortalMainPage displays a list of available data marts based on the individual’s job requirements. On the right is a partial list of available reports within the Data mart that is highlighted. Only 10 reports are displayed at a time, in order to access additional reports you will need to click on the double arrow icon in the Entries section. Above the data marts and reports list are tab dividers for organizing reports.

Under each data mart, the users can select from various report categories such as Canned Reports, Data Analysis, or Shared Reports. The specific report categories that are available to a user are determined by the user’s privileges and report requirements.

PortalMainPage (i.e. “Data marts”) is the initial view, and the user will only be required to use this link again after navigating to another option. Once a data mart is selected, folder lists are displayed. These lists are separated into tabs.

“My Folders” allows the user to manage reports that have been previously generated. The My Folders user interface will be covered in more detail in the Report Studio section.
Using the Toolbar

My Area step by step:

1. Click the My Area menu on the navigation bar.
2. Select My Preferences.

The Set Preferences screen is displayed.

3. Change desired preferences, or select desired report.
Help step by step:

1. Click the Help menu on the navigation bar.
2. Select Help.

The COGNOS help window opens.

3. Select or Search for the desired help topic.

Note: This is the generic Vendor Help documentation.
The toolbar contains additional features that are accessible within the main web portal window. These links may not be available in separate windows. These links are: Log On / Log Off, Refresh, Search, Home, and Launch.

The **Log Off** link ends a user’s Caltech Data Warehouse session.

**NOTE:** In order to completely protect the privacy of your data, it is strongly suggested that you close all instances of your web browser at the end of your Caltech Data Warehouse session.

The **Refresh** link will reload the webpage.

The **Search** field assists users in locating reports.

The **Home** link will return the user either to the Welcome page or the default active page option selected by the user in Preferences.
The **Launch** link opens two report authoring applications—Query Studio and Analysis Studio—that allow the users to create customized reports and analysis. **NOTE:** Access to Query Studio and Analysis Studio is limited. The users will not see the applications or reports to which they do not have access.

- **Query Studio** is the data warehouse ad hoc reporting application. It is accessed via the Query Studio link in the *Create Reports* section of the Welcome tab or from the Launch command on the shortcut toolbar on the web portal.

- **Analysis Studio** is the data warehouse professional report development tool. It provides the ability to analyze and explore large amounts of data within data structures called *cubes*. It should only be accessed through each datamart, under the “Data Analysis” subfolder.