

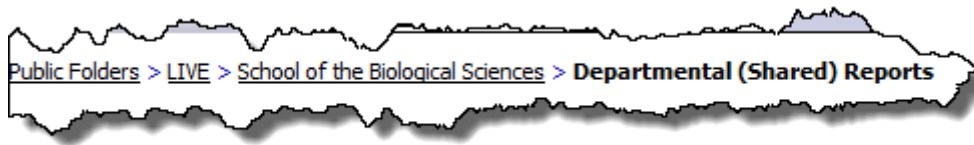


## Finding and Running Reports

The data used in these reports is downloaded into Cognos from the University Finance System overnight. Therefore, transactions and balances will be as at the end of the previous working day.

### Finding the reports

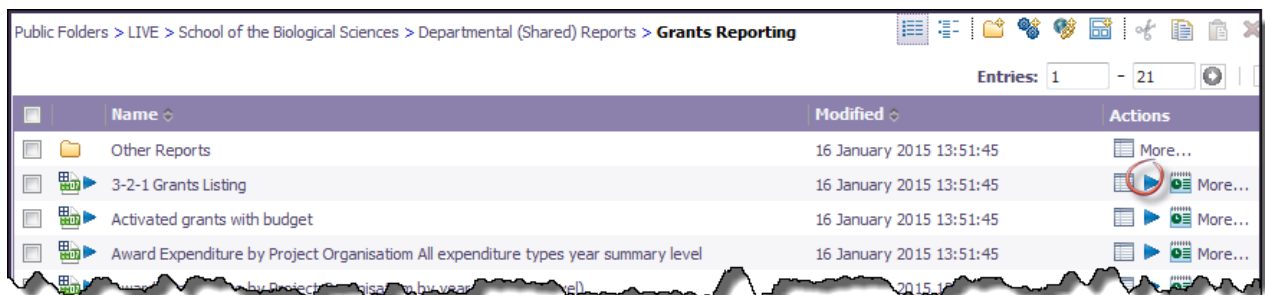
The majority of reports are available from the **Live > School > Departmental (Shared) Reports** folder.



You can view the departmental grant and GL reports by following the path above and then clicking on the relevant folder. If you click on your department named folder you will find reports bespoke for your department only.

### Running a report

Once you have located the report you wish to run, click on the **blue arrow** to the right of the screen under **Options**



A **Run with options** screen displays, this is where you can set the report format and whether you wish to view the report, print the report or have it emailed to you.

**NB:** If you click on the report name to run it, you bypass the **Run** options. It is recommended that you use the **blue arrow** in case a report was mistakenly saved with another user's parameters to a public folder.

All of the reports can be run in HTML, PDF, Excel 2007, Excel 2002, Excel 2000 single sheet, CSV, XML formats and be distributed by email.

By clicking **Run**, the parameters for the relevant report selected will display for you to complete.

## Running a PDF report

If you have selected PDF as your report format option, the following icons towards the top right of the screen may be useful:

The Icon	The function
	Returns you to the list of reports.
	Enables you to quickly run the same report with different parameters.
	This drop down list enables to view your report in other formats (refer to section 5, <i>Converting a PDF Report to Excel</i> ).
	This icon enables the report to be added to <i>My Folders</i> or <i>Add to Bookmarks</i> (refer to Section 7)
	This will enable you to email the report to a colleague

To email report to a colleague, use their full email address, not just the CRSID, e.g. jb123@admin.cam.ac.uk, and select option to **attach** report instead of providing link.