Getting Started in Cognos
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1. **Computing settings for Cognos users**

### Browser settings

- Pop ups and Java Script should be enabled.
- You may need to make the following URL a trusted site:
  
  `https://admin-reporting.cam.ac.uk/prod/ibmcognos/cgi-bin/cognos.cgi`

To do this in Internet Explorer:

- Go to the menu tool bar and select **Tools>Internet Options**.
- Click on the **Security** tab, click on the **Trusted sites** green tick and click on the **Sites** button.

- Add the URL by pasting it in the **Add this website to the zone**: text box and click on the **Add** button.
- **Close** and **OK**
- You will then need to re-boot your machine after doing this.

### Signing in to Cognos

You will need a Raven password, see [https://raven.cam.ac.uk/](https://raven.cam.ac.uk/)

Open your web browser and navigate to the **Admin Reporting** home page:

[http://www.admin-reporting.cam.ac.uk/](http://www.admin-reporting.cam.ac.uk/)

- Click on the **Cognos Login** link to open the Raven Authentication page
- In the User ID field, enter your **CRSID** and your **Raven password**.
- Click **OK** and the **Public Folders** screen displays

### Signing out of Cognos

- From any of the Cognos pages, click on the **Log Off** link at the top of the page.
- Close your browser window.
Moving to another Department?

Please advise the reporting helpdesk if you are moving or have moved to another department to ensure that your Cognos access is amended accordingly to reflect the new department. You may also wish to amend your email address in the CHRIS employee self-service, https://chris.cam.ac.uk/hr_live_ess/.
2. What should I see when I log in?

Once you have logged into Cognos the Public Folder page will be the default home page, unless you have updated your settings.

Home page

The Public Folders page will display as per the screen shot below.

There are various icons on this page, which will assist you when navigating Cognos.

<table>
<thead>
<tr>
<th>The Icon</th>
<th>The Name</th>
<th>The function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>My Area</td>
<td>Enables you to set up output preferences and review any reports you have scheduled. Refer to Section 3.</td>
</tr>
<tr>
<td></td>
<td>Home</td>
<td>Displays the page you set as your <strong>Home</strong> page.</td>
</tr>
</tbody>
</table>

It is important to ensure you have the right access to be able to use the system to its full potential. To check your access, in the **Public Folders** tab, click on:

- the **LIVE** folder > your **school** folder > **Departmental (Shared) Reports** folder

You will have access to either the **Grants** folder, **General Ledger** folder or both, depending on what you specified on your access form.
Reports in the *Departmental (Shared) Reports* folder are the standard General Ledger or Grants reports that are available to all Cognos users, regardless of school. If you use your *named* departmental folder instead, the reports will be unique to that department. In some cases, widely used reports may also be in the *Other* folder.

If you are unable to view the list of Departmental (shared) reports for your school, please contact FSG.System.Support@admin.cam.ac.uk and ask them to check your set up.

**Grants folder**

The standard Grants reports are available from the Departmental Shared folder:

```
Public Folders > LIVE > Schools > Departmental (Shared) Reports > Grants Reporting
```

![Grants folder screenshot]

This icon indicates your output preference, which can be changed via *My Area, My Preferences*.

**General Ledger folder**

The standard GL reports are available from the Departmental Shared folder:

```
Public Folders > LIVE > Schools > Departmental (Shared) Reports > GL Reporting
```

![General Ledger folder screenshot]
Action icons

These appear on the right hand side of your screen once you have drilled down to either the Grants or GL reporting folder.

<table>
<thead>
<tr>
<th>The Icon</th>
<th>The Name</th>
<th>The function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Set properties</td>
<td>Specify the properties for this entry. In the Report view tab, can set prompt values and make default.</td>
</tr>
<tr>
<td></td>
<td>Run With Options</td>
<td>Allows you to run the report, specify the output and input parameters. Advanced option enables you to run it a specified time.</td>
</tr>
<tr>
<td></td>
<td>Schedule</td>
<td>Enables you to schedule reports to run on a regular basis.</td>
</tr>
<tr>
<td>More...</td>
<td></td>
<td>Provides the following functions</td>
</tr>
</tbody>
</table>

Available actions:
- Set properties
- View report output versions
- View my permissions...
- Run with options...
- View the schedule
- View run history
- Alert me about new versions
- Copy...
- Create a shortcut to this entry...
- Add to bookmarks...

Cancel
3. Setting preferences: My Area

You can set some defaults in terms of report format preference, screen colours and amend the sequence of your tabs.

From the Cognos home page, click on the icon which is displayed the top right hand side of your screen. The two common reasons for using this icon are to set preferences and view reports you have scheduled.

My Preferences

The General tab displays, where you can amend the following:

- **Number of entries in list view**: Amend to 100 so that you can view all available reports on one page
- **Report Format**: Amend to your preference.
- **Untick the Show the Welcome page at start up**
- **Style**: This is where you can amend your screen colours

The Portal Tabs enables you to modify the sequence of the tabs.

Whichever tab is at the top of the list becomes the first one to display every time you log into Cognos.
4. 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. Therefore, it is recommended that you use the blue arrow.
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 will be useful:

<table>
<thead>
<tr>
<th>The Icon</th>
<th>The function</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>Returns you to the list of reports.</td>
</tr>
<tr>
<td>⏯️</td>
<td>Enables you to quickly run the same report with different parameters.</td>
</tr>
<tr>
<td>📀</td>
<td>This drop down list enables to view your report in other formats (refer to section 5, <em>Converting a PDF Report to Excel</em>).</td>
</tr>
<tr>
<td>📖 Add this report</td>
<td>This icon enables the report to be added to <em>My Folders</em> or <em>Add to Bookmarks</em> (refer to Section 7)</td>
</tr>
<tr>
<td>💌 Keep this version</td>
<td>This will enable you to email the report to a colleague</td>
</tr>
</tbody>
</table>

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.
5. **Converting a PDF report to Excel**

If you have run a report and reviewed the data and decided that it would be better in Excel, then instead of running the whole report again, you can easily convert it from PDF to Excel.

1. Once the report has run and the PDF is displayed, click on the *View in PDF* icon.

2. Click *View in Excel Options* and then select the relevant Excel format.

3. A pop up message will display giving the option to *Open* or *Save*. Click *Open*.

4. An excel page will open with the report contents.
6. Creating shortcuts

Cognos allows you to create shortcuts or bookmarks to both folders and reports. This functionality saves time when using either the Grants or the GL Reporting Folders. You can set up your folders to reflect your own filing system for easy access to your regularly run reports. You can create a shortcut to the same report or folder in as many places as you need.

Creating a folder shortcut within Cognos

1. From the Public Folders screen, navigate to the folder you wish to create the shortcut to.

2. Click on the More … action button for the folder you wish to create a shortcut to and the Perform an action screen displays.

3. Click on Create a shortcut to this entry …

   This enables a short cut to be created in a specified folder.

**NB:**
You can also choose Add to bookmarks, which is a shortcut from your web browser (you will still need to log into Cognos once you click on the link in bookmarks).
4. Ensure a location to the short cut is saved.

   In this example click **Select My Folders** under the **Location** section.

5. **My Folders** should now show under **Location** to indicate where the shortcut will be stored.

   **NB:** If you have set up other folders under **My Folders**, you can now choose **Select another location** again, and then choose the appropriate folder where the shortcut should appear.

   *Click OK when you’ve selected the folder.*

6. Click **Finish** and the last page that was viewed in Cognos will display.
7. Navigate to **My Folders** tab, or to the folder that you selected, and the shortcut will display. Simply click on the relevant link.

![Image](image.png)

**Top Tip:** You could even make the **My Folders** tab your default *Home Page* by modifying the sequence of the tabs. Refer to Section 3, Portal Tabs.

### Creating a shortcut to a PDF report within a folder

Once you have navigated to the report you wish to run on a regular basis, you can create a short cut. It is as simple as creating a shortcut to a folder. Follow steps 2 – 7 – in Section 6 above, but select the report you want to make a shortcut to instead of the folder.

### Creating a short cut to a report after running it

When the PDF report is displayed on the screen, click on **Add this Report** then **Add to My Folders** or **Add to My Bookmarks** and repeat the steps on pages 14 and 15 to create the shortcut.

![Diagram](diagram.png)

**NB:** If you have created a shortcut to bookmarks then you will still need to log into Cognos once you have clicked on the link. It will take you to the parameter screen of the report.

If you would like to save the actual output of a report, then once it is in PDF or Excel, save as the file of your choice, in the relevant directory.
7. Creating a new folder

In order to make the most use of the shortcut functionality, it is recommended that you set up your own folders under the My Folders tab. This is your personal filing system and you need to set it up to suit your own individual reporting requirements.

Navigate to the My Folders tab and click on the New Folder icon to display the following screen. Manually enter a folder Name, e.g. GL Monthly Reports.

Ensure that My Folders defaults in under Location.

Once fields have been completed click on Finish and the folder will display ready for reports to be copied into it or shortcuts added.

Description and Screen tip fields are optional.

You can create subfolders under other folders, but all personalised changes must be stored in My Folders.

NB: Ensure that the Location setting is correct.

To change the order of your folders and reports, use the Order icon.
8. Copying reports to schedule

Before any report is scheduled it is vital that the report is copied and saved to My Folder. If this is not done, then the report is being scheduled with your parameters for the entire School, not just yourself!

To help identify which reports are copied and which ones are short cuts, the word appears in the title e.g. Shortcut to … Do not schedule from a Shortcut! It is recommended that you create a folder in My Folders titled Copied Reports.

Creating a My Copied Reports folder within My Folders

Navigate to the My Folders tab and click on the New Folder icon to display the following screen. Manually enter a folder Name, e.g. My Copied Reports

Ensure that My Folders defaults in under Location.

Once fields have been completed click on Finish and the folder will display ready for reports to be copied into it.

Copying reports for scheduling

1. Navigate to the report that is to be copied and click in the box on the far left of the report name.
2. Click on the **Copy** icon. (Nothing will happen at this point, the report has been copied to the clipboard.)

3. Click on the **My Folders** tab and then the **My Copied Reports** folder, to indicate where to put the report.

4. Click on the **Paste** icon (which is next to the Copy icon). The copied report will be listed.
9. **Scheduling a report**

Before you schedule any reports it is **vital** that you copy the reports and save them to **My Folder**. If you don’t, the reports will be scheduled with your parameters for the entire School, not just yourself!

Scheduling reports is very useful if you would like to run the same report/s on a regular basis or have a report delivered to a colleague whilst you are away. However, if it is a report that has date parameters, then the updated parameters have to be completed each time before the scheduled report runs.

1. To schedule the report, click on the **schedule** icon and the **Schedule Listing** screen will display.

2. Complete the **Frequency** fields as to how the report is to be scheduled.

3. Choose the output format for the report by clicking in the **Override the default values** box under the **Options** section.

   The **Option** selections are not visible until the **Override** box is checked.
You have the option to:

- Set the format output
- Default the delivery method whether it be save, print or email. Email is the recommended option. Remember to use the full email address if sending to a colleague.

4. Set the report parameters by ticking **Override the default values** in the **Prompt values** section.

Click on **Set**.

5. The usual parameters screen will display accordingly to the report you are scheduling. This needs to be completed. Remember to set up parameters before you schedule the report.

**Top Tip! Schedule to run reports after 9.30am as the overnight build should have completed!**

Click **Finish** to display the schedule screen.

**NB:** These parameters can be changed at any time by selecting the scheduled report, clicking on the Schedule icon, and choosing the relevant option.

### Saving parameters

If you wish to save the parameters and the report contains no date parameters, then untick the **Override the default values** box

### Changing parameters

If you wish to alter the parameters the next time you run the report, or it contains date ranges, then leave the tick in the **Override the default values** box under the Prompt values section.
Removing a schedule

Navigate to My Folders, and click on More … for the report schedule you wish to remove. There will be an option to click called Remove the Schedule. A message will pop up asking you if you are sure you want to remove the schedule. Click OK.

Viewing a schedule if delivery option Save the report selected

From the Home Page navigate to My Area, and click on My Activities and Schedules. Click on Schedules. A list of your schedules will display
10. Creating a Personalised Page (Tab)

A personalised page can be created giving the advantage of choosing information that is most important to the user. Links to reports as well as web pages can be created. The content and look of the page can also be customised.

1. Click the New Page icon to display the screen below.

2. Complete the Name field for the tab.

3. Click Select My Folders as the location for saving this page, and My Folders should then appear under Location.

4. Click Next to define the layout for your page. This is where you can specify the number of columns and widths. In this example two columns have been selected.
To customise each column, click **Add** at the bottom of the relevant column and the following screen will display.

IBM Cognos Content:
This is where you can create links to reports you use on a regular basis

IBM Cognos Utility:
This is where you can set up links to documents.

Creating an IBM Cognos Utility section

4. Click on **IBM Cognos Utility** and the following page will display.

Tick the boxes accordingly:

- **Bookmarks Viewer**: this will enable you to add links which will take you to the relevant page or document, e.g. reference guides, chapter in finance procedure manual
- **HTML Viewer**: this enables you to add links direct to other web pages, and the webpage will open inside your homepage

*NB: Please do not set up a direct link to CUFS as when you next log into Cognos, you will automatically be taken straight to the CUFS log in screen and not to Cognos. To access Cognos again, a call will then need to be raised with the helpdesk.*

5. Click the **yellow arrow** to move the description/s to the right hand box.
6. Click \textbf{OK} at the bottom of the page and the column screen will display with the link/s you have just added. If you don’t wish to add any more section then proceed to step 15 to add your new page to your portal tabs.

7. If you wish to add links for any remaining columns, click on the \textbf{Add} button for that column and either click on \textit{IBM Cognos Utility} again and repeat the above steps 6-9, or \textit{IBM Cognos Content} and then follow steps 11-13 below.

In order to lay out your home page, you will need to decide on the section headers you require. For each new section, you will need to \textbf{Add} either a Bookmarks Viewer or HTML Viewer. There is no restriction on number of additions.

Example

![Example of homepage after content added to Bookmarks Viewer](image)

Example of homepage after content added to \textit{Bookmarks Viewer}:
If you select the **HTML viewer** in Step 5, it will display on your page as follows, once you have added content:

![HTML viewer example](image)

### Creating an IBM Cognos Content section

8. Following step 5, click on **IBM Cognos Content**, and select **IBM Cognos Viewer**. The viewer enables you to display the report parameter screen of the selected report directly on your Homepage.

![IBM Cognos Viewer example](image)

Click the **yellow arrow** to move the description/s to the right hand box.

9. Repeat step 9 for each report that you wish to shortcut to (example screen shot below)

![Repeat step example](image)

10. When finished, click **OK** and the column screen will display with the link/s you have just added.
Example of homepage after content added to **Cognos Content**:

To add content, see Section 11, *Adding content to your personalised page*. Before content is added, your homepage will contain the selected layout only. This can be edited at any time.

**NB**: If you choose to add the *IBM Cognos Navigator*, available as a *Cognos Content* option, the *Public Folders* and *My Folders* tabs will be displayed.
Adding the new page as a portal tab

Once columns have been created, you can either add the content and then complete the remaining steps, or complete now, and add content later:

11. Click **Next** to display the **Set Page Style** Screen. This is where you can enter in a title for your page and set the font (this will be the title that appears on the page, not the title of the tab).

12. Click **Next**, and the following screen will display.

13. Click **Add this page** to the portal tabs and **Finish**. Navigate to the newly created tab.

You may want to set your customised tab as your home page so that all information that is important to you is displayed on the screen as soon as you log in.
Setting your new tab to be your home page

14. Click on the **Tab Menu** icon

**NB:** If the page is not added to the tabs, select the relevant page, and click

15. Select **Modify the sequence of tabs** .... to display this screen.

16. Click on the page you created e.g. *My Home Page*.

17. Click **To Top** (whichever tab is at the top of the list becomes the home page).

18. Click **OK**

Your personalised screen is now the home page.

If you haven't done so already, the next step is to add content to the new tab. Refer to Section 11.

*Top Tip:* Once you have created your personalised page and added links you can then move the sections around to a look that suits you by clicking on the *Page Edit* button and using the yellow arrows to move sections across, up and down. You can edit any of your pages in this way.
How to delete a personalised tab

19. Ensure you are on the tab you wish to delete and click on the Tab Menu icon.

20. The following options will display.

   Click on Remove this tab.

   It will no longer display as a tab but will remain in My Folders, which is where you can select and delete it.
11. Adding content to your personalised page

Having prepared the layout of your personalised page, you now need to populate it with the relevant content. Content cannot be added unless the layout is already set up. Refer to Section 10. The layout can be edited at any time to add or delete selected viewers.

Adding links to online reference material via Cognos Utility/Bookmarks Viewer section

This is useful if you wish to create links to guidance material or other reference material such as sections from the Financial Procedures Manual.

1. On your new tab click the **Edit** button for the **Bookmarks Viewer** section to display the screen below.

![Bookmarks Viewer screen](image)

2. Complete the following:
   - **Title**.
   - Copy and paste the relevant URL link/s into separate rows.
   - The **Aliases** field. The name given here will display instead of the **URL**.
     Leave the default of **In a new browser window**.

Example of the screen once completed.
3. Click **OK** and your page will display with the links you have just added, example screen shot below for *Reference Material*.

You can have as many sections as you wish by clicking on the edit button of your personalised page and adding in another *IBM Cognos Utility, bookmarks viewer* section.

**Adding a link to Cognos Utility/HTML Viewer section**

1. Click on the *Edit* button for the *Bookmarks HTML Viewer* section. The following screen displays:
2. Either use the URL header or type in a title (recommended).

3. Copy and paste the URL address in the HTML content field.

4. If required, change the height of the section in the View options field.

As with the Cognos Utility Bookmarks Viewer, you can add more HTML Viewer sections but bear in mind that this opens the selected webpage within your home page.

**Adding a report parameter to a personalised page**

1. Click the **Edit** button for the **IBM Cognos Viewer** section on your personalised page.

2. The **Set the properties – IBM Cognos Viewer** page displays where you complete the following:
   - **Title** eg the name of the report you are adding to your personalised page.
   - In the Entry section click on **Select an entry ...**
3. Navigate to the relevant report eg. Public Folders > LIVE > the relevant school >Departmental (Shared) Reports>GL or Grants Reporting.

Click the radio button of the report you wish to add
The trail you have created is now displayed in the **Entry** section. Click the **Report Properties** link which is at the end of the trail.

![Entry](image)

4. It is important to set the properties correctly so that the parameter screen displays each time, along with the toolbar that displays when you run a report to PDF e.g. convert to excel, run but amend a parameter.
   * **Fragment Action**: run the report
   * **Prompt the User**: every time
   * **Show Toolbar**: Normal mode

5. Click **OK** to accept report navigation entry.

6. Click **OK** to set the properties.

The personalised page displays with the parameters screen for the report you have linked to.

If there are more report parameters screens you would like to add to your page, click the **edit** button for the page and add in another **Cognos Viewer** section.

*Top Tip:* Once you have run a report on your personalised page, click on the **refresh** icon next to the **Log Off** link to clear the report from the screen.
12. Creating a Grants Enquiry portal page

Within Cognos you will automatically have a Public Folder and a My Folders set up.

If you are mainly using Cognos for running Grants reports then you can add a Grants Enquiry tab to your screen.

Grants Enquiry tab is useful as it enables grants administrators to view the information that Principle Investigators (PIs) see when they login to Cognos, the PI Grants Enquiry report.

Accessing the PI report

1. Having logged in, go to Public Folders, , click on the Live folder link.

2. Click on Page Tabs folder towards the bottom of the list to display the two options as per screen shot.

3. Click in the box on the left for Grants Enquiry.

4. To add this to your Cognos pages/tabs, click on the More action button at the far right hand side for the Grants Enquiry line and click Add to my portal tabs.

5. A third tab (Grants Enquiry) will have appeared on your screen.

6. To access the PI reports, click on the Grants Enquiry page tab, Reports tab.

7. Click on PI Grants Enquiry (use PI Grants Enquiry – mac, if accessing from a Mac machine) and select the department code from the drop down list, scroll to the bottom of the page and click Finish.

8. A listing of PI names will be displayed. Click on the name to access the summary view of awards. The budget and expenditure figures will be cumulative from the start of the award to the end of the previous working day (data is downloaded into Cognos from the University Finance System overnight).

Clicking on any of the blue links allows you to drill down for further information.
Drilling down for further information

Further information available:

- A summary view of expenditure categories (budgets)
- Expenditure by type
- A listing of individual expenditure items and commitments

Click on the Award Number to drill down from the summary view to the Expenditure Category (budget heading). The budget and expenditure figures will be cumulative from the start of the award.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX EXPERIMENTAL PUNTING</td>
<td>BOLL, Doctor</td>
<td>T</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award/PI Name</td>
<td>Award Number</td>
<td>Award End Date</td>
<td>Budget</td>
<td>Expenditure</td>
<td>Commitment</td>
<td>Surplus/(Deficit)</td>
<td>Award Status</td>
</tr>
<tr>
<td>Dr. Smith, Mr. X</td>
<td>RG012545</td>
<td>20 February 2011</td>
<td>100,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>IM_HOLD</td>
</tr>
<tr>
<td>BOLIN, Doctor X</td>
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The Task Number is used to break the project down into smaller work areas if required. Where the award/project has a task 100 this is reserved for central processing to reflect the Non Direct Costs associated with the award.

Click on the Award Number again to view the expenditure by Expenditure Type, this is the lowest level budget heading.
For a listing of expenditure items and commitments click on the Project Code. Expenditure items are displayed in date order within each Expenditure Type.

For a listing of expenditure items and commitments click on the Project Code. Expenditure items are displayed in date order within each Expenditure Type.

**Grants Transactions**

<table>
<thead>
<tr>
<th>Project Short Code</th>
<th>Expenditure Category</th>
<th>Expenditure Type</th>
<th>Award</th>
<th>Expenditure</th>
<th>Supplier Name</th>
<th>Invoice Number</th>
<th>Expenditure Number</th>
<th>Expenditure Direct</th>
<th>GL Date</th>
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<tbody>
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**NB:** When you drilldown, each lower level report will open in a new tab in your browser and can be closed after viewing. Cognos remains open on the PI Grants Enquiry tab until you return and close/log off.
## Appendix A: Standard Cognos reports

A summary of the standard reports in Cognos is listed below. Further detailed guidance notes on the reports that can be run for Grants and General Ledger within Cognos, are available on the UFS Home Page>Training>Documentation & FAQs>Cognos or via the link [http://www.finance.admin.cam.ac.uk/training/docs/cognos](http://www.finance.admin.cam.ac.uk/training/docs/cognos).

<table>
<thead>
<tr>
<th>Cognos Folder</th>
<th>RESEARCH GRANTS</th>
</tr>
</thead>
</table>
| Shared        | Grants by Sponsor Type (with budget)  
|               | This can be run by Department or multiples (dependent on access), Sponsor Type or multiples (optional), Award Status also multiple (optional), Sponsor Name or multiples (optional). The report returns the following information, excluding commitments and Budget. |
| Shared        | Project Enquiry  
|               | A summary of actual burdened costs per task, analysed by both Expenditure Category and Expenditure Type (the same information as the Award Status Enquiry screen in CUFS). |
| Shared        | Projects by Organisation by PI  
|               | This is a useful summary report that could be given out to individual PIs. The report returns the following data, with cumulative project-to-date totals. There will be a separate page for each PI. |
| Shared        | Research Council Statement School/Department version  
|               | This report provides administrators with a listing of all the different types of Research Council Grants that are held within their department. |
| Shared        | Award expenditure by Project Org All expenditure types year summary level  
|               | Allows selection of more than one project organisation. Lists total of expenditure by Expenditure Type per year, starting 2007/8, subtotalled by Sponsor Type. Best run in Excel. This report also has two further worksheets-tabs that show the expenditure for the selected project organisation either by Award Number or by Project Number. |
| Shared        | Award expenditure by Project Org by year  
|               | A useful summary for checking overhead/indirect costs per sponsor type, by year, beginning 2007/8. One or more project organisations can be selected. Run in Excel to show all columns on one page. |
| Shared        | Grants Expenditure by Month  
|               | This can be run for a single grant or multiple grants, using the RG number and for a specific date range. The report returns each grant details on separate page, with total expenditure for month excluding PO commitments. |
| Shared        | Top Slice postings by Project Organisation  
|               | (Not used since 2011) This report shows transactions that have been posted by Research Accounting to the award expenditure type ‘Top Slice’ for a specified period. These items are required to be posted to awards funded by Research Councils. |
| Shared        | Year End Grants (by date range)  
|               | A copy of this report is formally sent out to Heads of Department along with their Departmental Summary Report at the end of each financial year for their review and sign-off. Copies are also electronically sent out to the departmental Grants Contacts. However, the report can be run at any time as a preview. The report  
|               | • picks up grants that have been ‘Open’ in the current year  
|               | • shows total actual ‘burdened’ costs analysed by expenditure type |
### Getting Started in Cognos Version 8.0

#### Includes Data Across All Tasks
- Includes data across all tasks (including Tasks 99 and 100)
- For the current year, will provide cumulative totals to date

#### Activated Grants with Budget
- This can be run for a single department or multiples (dependent on access).
- Selection by a single Sponsor Type or multiples is also available.
- The report shows all grants that have been activated in the period selected by Creation Date. Included in this report: Award Number, Project Number, Sponsor Type, Name and Number, Funding Reference, Award Title, Award Start and End dates, Payment Type, Award Status, Award PI Name, Indirect Budget, Direct Budget, Total Budget, Award Purpose and Creation Date. (NB: In some cases, the Creation Date is after the Award End Date.)

#### Actual Expenditure (Billing) Final
- This report shows expenditure against a specific award/s by transaction or GL posting dates and is useful for reviewing final expenditure against Form Cs and the Final Expenditure Statements (FES).
- It provides detailed information such as Expenditure Category, Type and Comment, GL Period, Transaction Date, Invoice Number, Supplier Name, Payroll ID, Task Number and Amount.

#### Actual Expenditure (Billing) Totals
- As above, but report subtotals each expenditure type.

#### Detailed Expenditure Enquiry by Project
- As the name suggests a detailed listing of all expenditures charged to a project from CHRIS, AP and by journal.
- Useful for identifying individual invoices (to provide copies to auditors/Research Operations Office) as it includes both the Supplier name and their invoice number. VAT on invoices for non-reclaimable grants is separately identified.
- Run options include:
  - individual or ranges of project codes
  - all or just a selection of project statuses
  - a specific date range or project-to-date

#### Grants Actual Expenditure by Project Org
- This report uses charts as well as tables to display summary information relating to expenditure by type and by sponsor. It can be run across either a single or range of project organisations and for a specified date range.

#### Overheads by Dept by Year
- Allows selection by single or multiple departments, as well as Award status.
- Preferred format Excel. This report produces four worksheets/tabs, with indirect costs summarised by project short code, cost centre, project organisation, PI. The totals for each fiscal year are shown from FY 2012-13.

#### Payroll Costs
- This report provides administrators with a summary of the charging of employees' salaries across all the awards in their department. Useful for:
  - checking the Departmental suspense accounts
  - double-checking which grants individuals have been charged against.
  - providing a block of payroll data for further analysis.

#### 3-2-1 Grants Ended Enquiry Details
- Provides a list by award organisation of awards ending within a specified number of days, e.g. 90, 180 etc. It does not include any financial information.

#### FES List
- This report provides administrators with a list of awards that are due to end within a specified time period. Particularly useful for identifying EC grants that only have 7 days between their End and Close dates, thus allowing administrators to plan ahead.

#### Grants Ended Enquiry Details
- The report comes in two parts
(1) A summary page of all the awards ending on that date
(2) A detailed page for each award, by project and by task number.

<table>
<thead>
<tr>
<th>Cognos Folder</th>
<th>GENERAL LEDGER</th>
</tr>
</thead>
</table>
| Shared        | **By Cost Centre**  
|               | Provides a quick overview of balances and activities on all cost centres in the department. |
| Shared        | **By Cost Centre – Long**  
|               | Useful for monitoring your departmental accounts at month end by cost centre. It includes source of funds balances, subtotalled by cost centre. |
| Shared        | **By Cost Centre Range**  
|               | Use for distributing to local budget holders as report allows you to narrow the report to include just a particular consecutive range of cost centres |
| Shared        | **By Source of Funds**  
|               | End of Year sign-off report for Head of Department; sent out monthly by Central Finance. Useful for checking ahead of deadlines. |
| Shared        | **By Source of Funds – Long**  
|               | Includes cost centre balances for each source of funds. Therefore, useful for monitoring particular income streams (e.g. donations) where the activity is spread over a number of cost centres within a department. |
| Shared        | **By Source of Funds – Wide**  
|               | Use to scrutinise particular income and expenditure streams where activity is spread over a number of cost centres within a department. As well as including cost centre balances for each source of funds, this report also includes extra columns to differentiate types of income (e.g. interest, other) and expenditure (e.g. stipends, scholarships, non-payroll). |
| Shared        | **By Source of Funds and Cost Centre range – long**  
|               | Good for monitoring specific income streams (e.g. donations) where activity is spread over a number of cost centres within a department. Includes cost centre balances for each source of funds but especially appropriate for local budget holders as the report can be limited to a specified range of cost centres. (Non-contiguous cost centres cannot be selected.) All sources of funds included. |
| Shared        | **By Source of Funds and Cost Centre range – wide**  
|               | As above, but with extra columns which provide additional analysis of different streams of income and/or expenditure. |
| Other         | **By Cost Centre with Revaluation (FGL001)**  
|               | Effective for checking investments as it gives the current value of CUEF holding, including a Revaluation column. Shows all cost centres but no source of funds breakdown. |
| Other         | **By Source of Funds – Wide with Revaluation (FGL005)**  
|               | Handy for analysing income and expenditure by type (extra columns), by sources of fund, and includes CUEF revaluations, but no cost centre breakdown. |
| Other         | **By Source of Funds – Long with B’frwd and Revaluation (FGL006)**  
|               | Provides an overview of balances on all funds in the department, including breakdown by cost centre per source of funds, as well as the balance brought forward from prior years, and revaluations of CUEF holdings. |
| Other         | **By Source of Funds with Revaluation (FGL007)**  
|               | As FGL005, but by source of funds and no cost centre breakdown. |
| Other         | **By Cost Centre – Long with Bal and Revaluation**  
<p>|               | Gives a departmental overview of all cost centres, including breakdown by |</p>
<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source of Funds – Long PLAN BUDGETS ONLY</strong></td>
<td>Use to compare a particular income stream (e.g. share of research overheads) where activity is spread over a number of cost centres within a department, as it includes cost centre balances for each source of funds, with the NON CHEST PLAN. This report also includes expenditure. Only one department at a time can be selected. <em>Uploading of NON CHEST PLANS is an individual department decision.</em></td>
</tr>
<tr>
<td><strong>Source of Funds – PLAN BUDGETS ONLY</strong></td>
<td>Convenient for monitoring balances of all sources of funds within a department compared to the NON CHEST PLAN, if uploaded.</td>
</tr>
<tr>
<td><strong>Actual Journal Lines Detail by SoF and CC</strong></td>
<td>Valuable for analysing transactional data for year-end reporting. It contains numerous columns and is therefore better suited to running in Excel.</td>
</tr>
<tr>
<td><strong>Departmental Budget to Actual by CC or SoF, by Period</strong></td>
<td>Gives an overview summary of the department’s accounts against central Chest budget allocations. Data a day old – but includes a figure for actual funds left for the year. Options for both summary and detailed displays. Currently not useful for trading accounts as there is no budget allocation to compare with.</td>
</tr>
<tr>
<td><strong>Budget to Actual (including Plan AND CC Category with conditional Column display)</strong></td>
<td>Provides a summary view of actual compared to PLAN and/or ALLOCATION, as well as using the cost centre owner/category functionality. This report also allows you to customise the fields/columns that you want to display.</td>
</tr>
<tr>
<td><strong>Budget to Actual (including Plan with conditional Column display)</strong></td>
<td>Offers a summary view of actual compared to PLAN and/or ALLOCATION. This report also allows you to customise the fields/columns that you want to display.</td>
</tr>
</tbody>
</table>

*By Source of Funds Range and/or Cost Centre Range – Long* Convenient for checking departmental balances on a selected range of source of funds and/or cost centres.