Getting Started in Cognos
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1. Computing settings for COGNOS users

Browser Settings

- If you use a PC, Internet Explorer is the preferred browser however, Firefox 3.6 can be used. COGNOS does not work with Safari.
- Pop ups and Java Script should be enabled.
- You also need to make the following URL a trusted site:

  https://admin-reporting.cam.ac.uk/prod/ibmcognos/cgi-bin/cognos.cgi?b_action=xts.run&m=portal/main.xts&startwel=yes

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.

  ![Internet Options window]

- Check the URL is in the list.
- If not you’ll need to add it by pasting the URL 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.
Internet Explorer (IE) 10

If you have IE10 then you will need to complete some additional set up to be able to run reports in Cognos. Once you have logged into Cognos, navigate to Tools, and click on Compatibility View. If it is greyed out already then there is nothing extra you need to do. You should then be able to run reports.

MAC users

If you are a Mac user you will need to access Cognos using Firefox 3.6, with pop-ups and java script enabled. Please contact your departmental computer officer for further information.

Signing in to Cognos

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

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

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.
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.

Home Page

Once you have logged in 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>![Icon]</td>
<td>My Area</td>
<td>Enables you to set up output preferences and review any reports you have scheduled. Refer to page 10.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Home</td>
<td>Displays the page you set as your Home 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 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.
Grants Folder

The standard Grants reports are available from the Departmental Shared folder

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

The following is a list of standard Grants reports that you should see regardless of which school you are in by using the navigation path above:

This icon indicates your output preference, which can be changed via ‘My Area, My Preferences’ (refer to page 10)
General Ledger Folder

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

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

The following reports can be found in the Other Reports Folder.

Please note that the reports listed in the Other Reports Folder may vary between Schools.

If you are unable to view folders, the list of Departmental (shared) reports for your school then please contact FIN_R...
## 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>Run With Options</td>
<td>Allows you to run the report, specify the output and input parameters.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advanced option enables you to run it a specified time.</td>
</tr>
<tr>
<td>📛</td>
<td>Report output versions</td>
<td>View historic versions that you have scheduled.</td>
</tr>
<tr>
<td>🕒</td>
<td>Schedule</td>
<td>Enables you to schedule reports to run on a regular basis.</td>
</tr>
<tr>
<td>🎁</td>
<td>More</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
- Alert me about new versions
- Copy...
- Create a shortcut to this entry...
- Add to bookmarks...
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 the folder that is named for your department then this is usually where you will find reports bespoke for your department.

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.

Please Note! If you click on the report name to run it, you bypass the Run options, therefore it is always recommended that you click on the Blue Arrow.
Running a PDF report

If you have indicated to run a report to PDF, 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 on Viewing in Excel on page 13).</td>
</tr>
<tr>
<td>Add this report</td>
<td>This icon enables the report to be added to My Folders or Add to Bookmarks (refer to page 14)</td>
</tr>
</tbody>
</table>

If you have run a report to PDF, you can quickly convert it to Excel.

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.
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 option.

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

4. An excel page will open with the report contents.
6. Creating Shortcuts to folders

This will save some time when drilling down to either the Grants or the GL Reporting Folders.

Within Cognos

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

2. Click on the More … Actions 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 to My Folders or 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.

6. Click **Finish** and the last page that was viewed in COGNOS will display.

7. The next time you log into COGNOS and navigate to **My Folders** tab, links to shortcuts will display. Simply click on the relevant link.

   Top Tip: You could even make the **My Folders** tab your default Home Page by modifying the sequence of the tabs. Refer to page 9.
7. Creating shortcuts to PDF reports

You can also create short cuts to regularly run reports in My Folders or to Bookmarks

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’s as simple as following the same steps for creating a shortcut to a folder so follow steps 2 – 7 on pages 14 - 15.

I have run the report and now wish to create a short cut to the report

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.

It is worth noting that 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 it to the file of your choice.
8. Copying Reports to Schedule

Before any report is scheduled it is vital that the report is copied and saved to My Folder. If not 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 also possible to 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.

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 as per the following screen.
3. Click on the **My Folders** tab and then the **My Copied Reports** folder.

4. Click on the **Paste** icon which is next to the Copy icon. The copied reports 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 then 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. However, if you want to schedule a report and save the parameters then the parameters have to be completed first (refer to step 4 on page 20)

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

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

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

---

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

- Set the format output
- Default the delivery method whether it be save, print or email. Email is the best option.

4. Next you need to set the report parameters by ticking **Override the default values** in the **Prompt values** section

5. Click on **Set**. A parameters screen will display accordingly to the report you are scheduling which you need to complete.

Remember to set up parameters before you schedule the report!

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

**Not to save the 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.

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

---

**How do I ……..**

**Remove 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**.

**View a schedule where I requested the output to be saved?**
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 this 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.

5. To customise each column, click **Add** at the bottom of the relevant column and the following screen will display.
Creating an IBM Cognos Utility section

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

7. **Tick** the boxes accordingly:
   a. **Bookmarks Viewer**: this will enable you to add links to reference guides
   b. **HTML Viewer**: this enables you to add links direct to other web pages.
      Please do not set up a direct link to CUFS as when you next log into Cognos it will automatically take you straight to the CUFS log in screen and not to Cognos. A call will then need to be raised with the helpdesk.

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

10. If you wish to add links for any remaining columns simply click on the Add button for the other column and either click on IBM Cognos Utility again and repeat the above steps 6-9 or IBM Cognos Content and then follow steps 11-13 below.

Creating an IBM Cognos Content Section

11. Following step 10, select IBM Cognos Viewer. This enables you to link directly to a report parameter screen.

12. Click the yellow arrow to move the description to the right hand box.

13. Repeat steps 11 and 12 for each report that you wish to shortcut to (example screen shot below)

14. Click OK and the column screen will display with the link/s you have just added. The next step is to add to the portal tab.
Adding the new page as a portal tab

Once columns have been created complete the remaining steps:

15. 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).

![Set Page Style Screen](image)

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

![Select an action - New page wizard](image)

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

![IBM Cognos Connection](image)

It would be beneficial if your customised tab was the home page so that all information that is important to you is there as soon as you log in.
Setting your new tab to be your home page

1. Click on the Tab Menu icon
2. Select Modify the sequence of tabs .... to display the following screen.

3. Click on the page you created e.g. My Home Page.
4. Click To Top.
5. Click OK.

Your personalised screen is now your home page.
The next step is to add content to the new tab.
Refer to page 26.

How to delete a personalised tab

1. Ensure you are on the tab you wish to delete and click on the Tab Menu icon
2. 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

Adding links to reference guides via Cognos Utility, Bookmarks Viewer section

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

Pre-Requisites:
- Create a new page by following steps 1 - 5 on page 21
- Add a Cognos Utility, Bookmarks Viewer column as per steps 6 - 10 on pages 21 - 22

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

2. Complete the following:
   - **Title.**
   - Copy and paste the relevant URL link/s into separate rows.
   - Complete the **Aliases** field to the name of the link. The name will therefore 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 links as you wish by clicking on the edit button of your personalised page and adding in another *IBM Cognos Utility, HTML viewer* section.
Adding a report parameter to a personalised page

Pre-Requisites:
- Create a new page by following steps 1 - 5 on page 21
- Add a Cognos Content, Cognos Viewer column as per steps 11 - 14 on page 23

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:
   - Enter a **title** eg the name of the report you are short cutting to
   - In the **Entry** section click on **Select an entry …**
   - Select the relevant link as to where the report is 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
   - Click **OK**

3. 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.

4. It is important to set the properties correctly so that the parameter screen displays each time for you 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**.

6. Click **OK**.

7. The page should display 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 then click the edit button for the page and add in another Cognos Viewer section.

**Top Tips!**
- 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 arrows to move sections across, up and down. You can edit any of your pages in this way.
- 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 PI’s can obtain when they login to Cognos. PI’s can only view the PI Grants Enquiry report.

**Accessing the PI Report**

1. Having logged in, you will be looking at the Cognos home page (Public Folders, unless you have created a personalized home page), 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, 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. You’ll notice 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 break the summary view down by Expenditure Category (budget heading). The budget and expenditure figures will be cumulative from the start of the award.

<table>
<thead>
<tr>
<th>Award PI Name</th>
<th>Award Number</th>
<th>Award End Date</th>
<th>Budget</th>
<th>Expenditure</th>
<th>Commitment</th>
<th>Surplus/Deficit</th>
<th>Award Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED, David E</td>
<td>RG12345</td>
<td>30 November 2003</td>
<td>100,000.00</td>
<td>50,000.00</td>
<td>0.00</td>
<td>50,000.00</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>DOCTOR, David</td>
<td>RG12346</td>
<td>25 February 2011</td>
<td>300,000.00</td>
<td>250,000.00</td>
<td>0.00</td>
<td>50,000.00</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>PROFESSOR, J</td>
<td>RG12347</td>
<td>30 September 2012</td>
<td>50,000.00</td>
<td>50,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>MED, Doctor X</td>
<td>RG12348</td>
<td>31 March 2013</td>
<td>45,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>45,000.00</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>

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.
Appendix A: Standard reports available

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>Documentation & FAQs>COGNOS or via the link below.

http://ufs.admin.cam.ac.uk/r12reference/cognos.html

<table>
<thead>
<tr>
<th>RESEARCH GRANTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3-2-1 Grants Listing</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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 |
| 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 by Sponsor Type                                                         | 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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). |
| Research Council Statement | This report provides administrators with a listing of all the different types of Research Council Grants that are held within their department. |
| Top Slice Postings | 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. |
| Year End Grant Report | 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 □ includes data across all tasks (including Tasks 99 and 100) □ for the current year will provide cumulative totals to date. |

### GENERAL LEDGER

| **Financial Summary Reports** | These are a suite of six reports that provide a top-level overview of your departmental accounts by source of funds and/or cost centres. |
| **By Cost Centre** | Provides a quick overview of balances and activities on all cost centres in the department. |
| **By Cost Centre – Long Report** | Useful for monitoring your departmental accounts at month end as it includes budgets and subtotals for source of funds balances for activities within each cost centre. |
| **By Cost Centre Range Report** | Allows you to narrow the report to include just a particular consecutive range of cost centres: useful for issuing to local budget holders. |
| **By Source of Funds** | End of Year sign-off report for Head of Department; sent out monthly by Central Finance but can be run locally too. |
| **By Source of Funds – Long Report** | Includes cost centre balances for each source of funds. Therefore, useful for monitoring particular income streams (e.g., donations) where activity is spread over a number of cost centres within a department. |
| **By Source of Funds and Cost Centre range –long report** | As above but is limited to just a specified range of cost centres; so useful for local budget holders. |
| **Journal Lines Detail** | Utilises the General Ledger transactional data which is now available in COGNOS and may be of help with Year-end reporting. It contains numerous columns and is therefore better suited to running in Excel so it is easier to scroll across and analysis. |
| **Running the Budget Report in COGNOS** | A report to view your performance against your allocated ‘Chest’ budgets. That is easily downloadable in Excel format and includes a figure for actual funds available for the whole year. |