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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/ibmco\ngos/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/
```

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, 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 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, 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) Reports > Grants Reporting folder.

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

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

General Ledger folder

The current standard GL reports are available from the Departmental (Shared) Reports folder.

Public Folders > LIVE > School of the Physical Sciences > Departmental (Shared) Reports

(These may be moved into the GL Reporting folder when the old format reports are archived.)
### 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>![icon]</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>![icon]</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>![icon]</td>
<td>Schedule</td>
<td>Enables you to schedule reports to run on a regular basis.</td>
</tr>
<tr>
<td>![icon]</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
- 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. 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 will be useful:

<table>
<thead>
<tr>
<th>The Icon</th>
<th>The function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Returns you to the list of reports.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Enables you to quickly run the same report with different parameters.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></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><img src="image" alt="Icon" /></td>
<td>This icon enables the report to be added to My Folders or Add to Bookmarks (refer to Section 7)</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></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.

![Select My Folders](image)

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

![Select another location](image)

**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.**

![Select a location](image)

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 of IBM Cognos Connection]

**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 shortcut. 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 shortcut 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.

![Image of shortcut options]

**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**

Before any report is scheduled or a Report View set up, it is **vital** that the report is copied and saved to *My Folder* or a folder within *My Folders*. If this is not done, then the report is being saved 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 or set up a Report View from a Shortcut!

It is recommended that you create a folder in *My Folders* to differentiate copied reports from reports to which you have made a shortcut. This needs an appropriate title. For purposes of this guide, *My Copied Reports* will be used

**Creating a new 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*

![Create New Folder](image)

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 **MyCopied 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. Setting up a Report View

Cognos provides the functionality of being able to save your parameter choices for any of the reports. This is useful if you always choose the same department(s), cost centre(s) or source of fund(s).

Creating a Report View

A report view is a copy of a report that is stored in your personal folders. A report view can be set up so that associated prompt values can be pre-selected and saved with the report view; and the view can then be scheduled and run unattended using those values.

REMEMBER - You must always make a copy of the report you want to use in your personal folder.

To create a new folder, click the New Folder icon in the tool bar, manually enter a folder Name, and ensure that the Location is set to My Folders. Click Finish. For step by step instructions, refer to Getting Started in Cognos manual, section 7.

1. Create a copy of a report view of the report and copy it into one of your folders

   - From Cognos Connection, tick the report you want to copy, and click on the Copy command in the tool bar, top right of screen

   ![Copy command in Cognos Connection](image)

   - Open the folder where you want to store the copied report, and click on the Paste command, to right of Copy.

   ![Paste command in Cognos Connection](image)

   Alternatively, click on More… beside the selected report, and select Copy

   ![More... command in Cognos Connection](image)
2. Set up the defaults for the report

a) Navigate to the folder where you stored your report view.

b) Select the relevant report, and click on More...

c) Click on Set properties

d) In the General tab, it is recommended that you change the name of the report. You can add copy before or after to differentiate from public version, but a more specific name may assist in future, particularly if you have many report views for same report.

Optional: Give the report a new name. You can do this later once the report view has been set up by adjusting the properties for the report view. See step below.

- Click on My Folders, or click on Select another location and navigate to a folder where you have permission to store a report.
- Click on OK to finish
e) Click on the Report view tab

f) Click on Set to select the default prompt values

The report’s parameter selection screen appears

g) For each required prompt, select the desired values

Continue through all selections until finished

h) Click Finish

Your selection now appears under Prompt values instead of No values saved.

These values can be changed at any time by clicking on Edit… or removed completed by using Clear.

Note: It is not advised that you uncheck the Prompt for values box as you will need to change the GL period on a monthly basis. If you leave the box checked, the report runs interactively and the prompt page appears each time. This gives you the opportunity to change one or more of the values that you selected, if required, or else, click Finish immediately.

3. Click OK to finish setting up the report view.

You can create multiple report views of a single report each with its own separate report options - copy the report each time, and rename appropriately!
Scheduling a report with report view set up

You can set the report view to run unattended on a predefined schedule.

a) Select the report, click on the **Run with options** icon (blue triangle) on the right

b) Click on **advanced options** in the upper right of the screen

c) Click on **Run in the background** radio button and choose the date/time. The default will be immediate.

d) Options will be displayed for **Formats**, such as running the report directly to Excel or PDF, or **Delivery**, printing or emailing the report to yourself or a colleague.

e) If you want to change the prompt values that are used in the report view, click on **View all** under the **Prompt values** section, but if the **Prompt for values** box is ticked, you can still change these after you click **Run**.

f) Click on **Run** when completed
11. 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.

![Specify a name and description - New page wizard screen]

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.

![Set columns and layout - New page wizard screen]

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

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 **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 **Add** button for that 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.

   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 **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 Bookmarks Viewer:**
If you select the *HTML viewer* in Step 5, it will display on your page as follows, once you have added content:

![Image of HTML viewer](image1)

**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.

![Image of IBM Cognos Viewer](image2)

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)

![Image of shortcut screen](image3)

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).

![](image1.png)

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

![](image2.png)

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

![](image3.png)

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.
12. 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](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:

   ![Set the properties - HTML Viewer](image)

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.

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.
13. 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.

A 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 appear 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.

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.

<table>
<thead>
<tr>
<th>Grants Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Short Code</strong></td>
</tr>
<tr>
<td>X0A0402</td>
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<td>X0A0402</td>
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<td>X0A0402</td>
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<tr>
<td>X0A0402</td>
</tr>
</tbody>
</table>

**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>
<tbody>
<tr>
<td><strong>Shared</strong></td>
<td><strong>Grants by Sponsor Type (with budget)</strong>&lt;br&gt;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.</td>
</tr>
<tr>
<td><strong>Shared</strong></td>
<td><strong>Project Enquiry</strong>&lt;br&gt;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).</td>
</tr>
<tr>
<td><strong>Shared</strong></td>
<td><strong>Projects by Organisation by PI</strong>&lt;br&gt;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.</td>
</tr>
<tr>
<td><strong>Shared</strong></td>
<td><strong>Research Council Statement School/Department version</strong>&lt;br&gt;This report provides administrators with a listing of all the different types of Research Council Grants that are held within their department.</td>
</tr>
<tr>
<td><strong>Shared</strong></td>
<td><strong>Award expenditure by Project Org All expenditure types year summary level</strong>&lt;br&gt;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.</td>
</tr>
<tr>
<td><strong>Shared</strong></td>
<td><strong>Award expenditure by Project Org by year</strong>&lt;br&gt;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.</td>
</tr>
<tr>
<td><strong>Shared</strong></td>
<td><strong>Grants Expenditure by Month</strong>&lt;br&gt;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.</td>
</tr>
<tr>
<td><strong>Shared</strong></td>
<td><strong>Top Slice postings by Project Organisation</strong>&lt;br&gt;(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.</td>
</tr>
<tr>
<td><strong>Shared</strong></td>
<td><strong>Year End Grants (by date range)</strong>&lt;br&gt;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&lt;br&gt;- picks up grants that have been ‘Open’ in the current year&lt;br&gt;- shows total actual ‘burdened’ costs analysed by expenditure type&lt;br&gt;- includes data across all tasks (including Tasks 99 and 100)&lt;br&gt;- for the current year, will provide cumulative totals to date</td>
</tr>
</tbody>
</table>
### 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.
## Many of the Cognos reports that are in the GL Reporting folder are being phased out. It is advised that you only use the new reports

<table>
<thead>
<tr>
<th>GL Financial Summary Report: This report has replaced the previous suite of reports. It provides a top-level overview of your departmental accounts by source of funds and/or cost centres.</th>
<th>Obtain an overview of how the department/school is running. Can be used to monitor balances of all sources of funds/cost centres within a department. This report allows users to customise the output to suit their requirements and includes Cost Centre Analysis, if required, as well as an income and expenditure breakdown. It is suggested that a user Report View be set up in Cognos for regular use of this report as selecting parameters can be time consuming.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Default display:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Source of Funds Code</td>
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<tr>
<td></td>
<td>• Source of Funds</td>
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<tr>
<td></td>
<td>• Annual Chest Allocation</td>
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<tr>
<td></td>
<td>• Balance b/f</td>
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<tr>
<td></td>
<td>• Income YTD</td>
</tr>
<tr>
<td></td>
<td>• Expenditure YTD</td>
</tr>
<tr>
<td></td>
<td>• Surplus / Deficit</td>
</tr>
<tr>
<td></td>
<td>• Overdrawn / Cash in Hand</td>
</tr>
<tr>
<td><strong>Additional outputs:</strong></td>
<td></td>
</tr>
<tr>
<td>Can select <strong>Summary Field</strong> values for:</td>
<td>Can select <strong>Show Cost Centre Analysis</strong> for:</td>
</tr>
<tr>
<td>• Summary Field 2</td>
<td>• CC Analysis Owner</td>
</tr>
<tr>
<td>• Summary Field 2 Description</td>
<td>• CC Analysis Owner Full Name</td>
</tr>
<tr>
<td>• Summary Field 3</td>
<td>• CC Analysis Category 1</td>
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<tr>
<td>• Summary Field 3 Description</td>
<td>• CC Analysis Category 2</td>
</tr>
<tr>
<td>• Summary Field 4</td>
<td>• CC Analysis Category 3</td>
</tr>
<tr>
<td>• Summary Field 4 Description</td>
<td>• CC Analysis Category 4</td>
</tr>
<tr>
<td><strong>Select <strong>Show 'Wide' Income and Expenditure Breakdown</strong> for:</strong></td>
<td><strong>Select <strong>Show 'Wide' Income and Expenditure Breakdown</strong> for:</strong></td>
</tr>
<tr>
<td>• Income – Chest Allocation</td>
<td>• Expenditure – Stipends Casual</td>
</tr>
<tr>
<td>• Income – Interest &amp; Dividends Rec’d</td>
<td>• Expenditure – Wages</td>
</tr>
<tr>
<td>• Income – Other</td>
<td>• Expenditure – Scholarships</td>
</tr>
<tr>
<td>• Expenditure – Stipends</td>
<td>• Expenditure – Non Pay</td>
</tr>
</tbody>
</table>

## GL Budget to Actual Report: compare budget and actual expenditure to give a variance, i.e. current position.

Whilst the old reports are still available, they will be phased out.

The Cognos **GL: Budget to Actual report** provides summary General Ledger posting information. It incorporates the new functionality and financial processes (*Plan upload, Cost centre categorisation*). The plan includes the central Chest budget allocations. Data a day old, as with all Cognos reports.

The report has a variety of optional fields, allowing users to customise the output to better suit their requirements and see information about the current period or YTD vs Annual variances.

**In some instances, the total of the Actual column will give a more accurate variance between Income and Expenditure, than the variance column which is totalled on a line by line basis.**

**Default display:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Cost centre code</td>
<td>• Source of Funds code</td>
</tr>
<tr>
<td>• Transaction code</td>
<td>• Annual Plan</td>
</tr>
<tr>
<td>• Plan YTD</td>
<td>• Actual YTD</td>
</tr>
<tr>
<td>• Variance YTD</td>
<td></td>
</tr>
</tbody>
</table>

## GL Journal Transactions

**Actual Journal Lines Detail by SoF and CC**

Valuable for analysing transactional data for year-end reporting. It contains numerous columns and is therefore better suited to running in Excel.