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URGems Ad Hoc Reporting

Using IBM Cognos Workspace Advanced

UR Gems

Agenda

- Orientation and Logging In
 - Choosing a Reporting Source
- Navigating Workspace Advanced
- Building an Awards report
 - Grouping
 - Summarizing
 - Setting up a count
- Building a Sample Budget report
 - Calculated fields
 - Filters
 - Totaling columns
- Ad Hoc Reporting Wrap Up



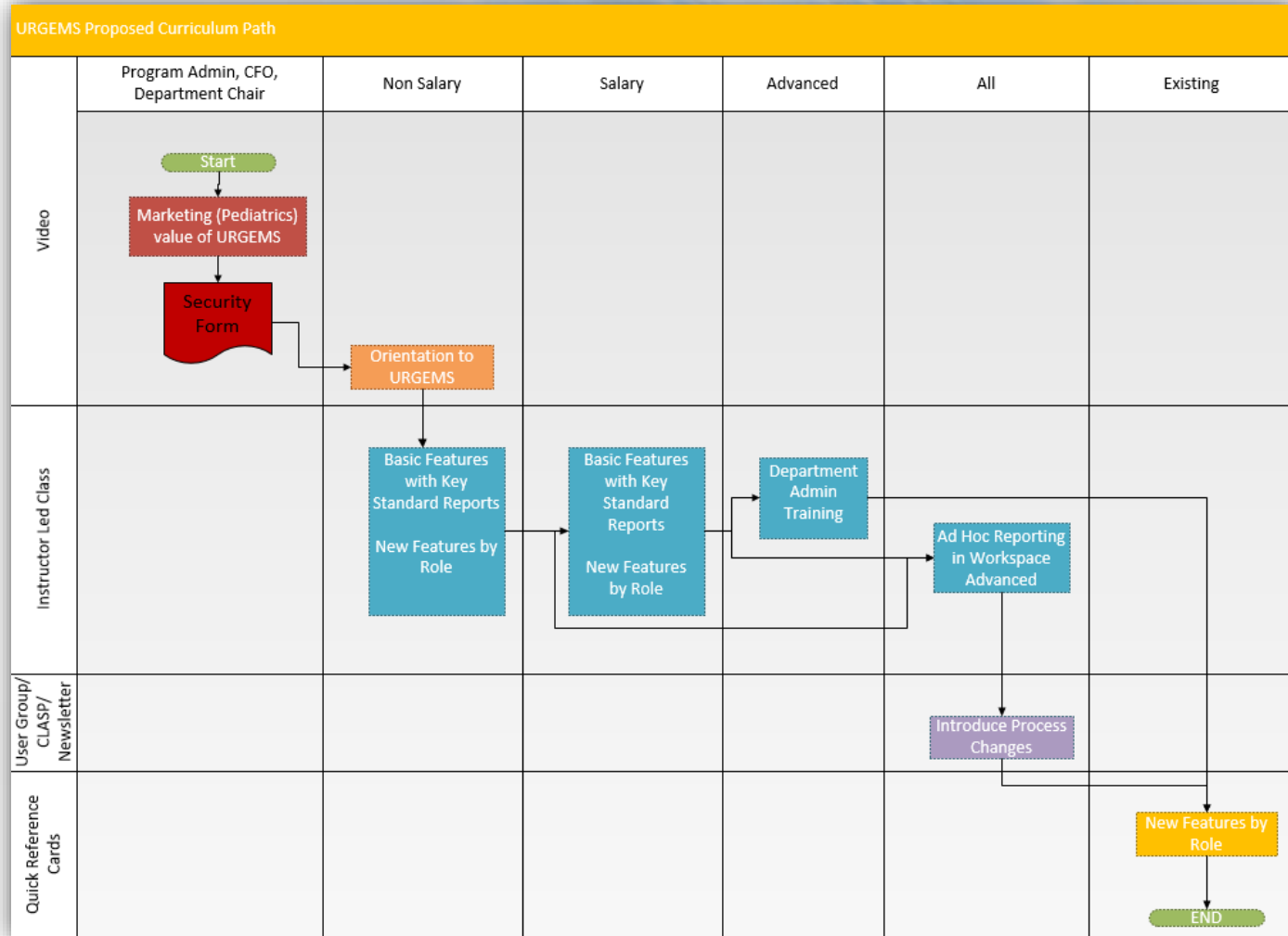
What is Workspace Advanced

- A Web-based tool which allows you to create and re-use existing IBM Cognos reports
- Can provide a visual display of important business information
- Data can be arranged so the most important information can be displayed



More to Learn ... with Support

- Instructor led training (ILT) options by Role
- Quick Reference Cards (QRC)
- User Group meetings
- Training manual





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Logging Into Cognos Workspace Advanced

Ad Hoc Basics

- Works in any browser: Chrome, IE9+, Firefox, or Safari



- Easy launch:

<https://cognos.dw.its.rochester.edu/>

- Sign In: Use your NetID once your account is active
 - New users must request access
- Automatic timeout after 20 minutes
 - Have to sign back in to continue working
 - Work is not lost



Getting Access

- Located on
 - URGEMS website
 - UR Financials > Security Forms page
- Send to UnivITHelp@Rochester.edu
 - Contact Help Desk for access issues

University of Rochester Security Request Form for URGems

This form is to be completed by the individual requesting security permissions, and at a minimum requires a manager's signature. In cases where the requester requires company level permissions or Grants permissions, additional signatures are needed. Please refer to the Role sheet to define the roles that can be requested.

Logout

Requester: Cost Center:
Requester NetID:
Requester EMail:
Date of Request:

☐ I agree to the following ***required**

***Note:** The access or use of any University of Rochester data for one's own personal gain of profit, for the personal gain of profit of others, or to satisfy one's own personal curiosity or that of others is EXPRESSLY FORBIDDEN. Also forbidden is the disclosure of distribution of University of Rochester data in any medium, except as required by this employee's job responsibilities. Violations of these guidelines will be dealt with seriously, up to and possibly including employment termination.

☐ Check if you need access to URGEMS Ad-Hoc Reporting? This will require training.

Add / Delete	Company(s)	OR	Cost Center(s)	OR	FAO(s) / Grant(s)	Role	
<input type="button" value="Add"/>	-- Select One --		-- Select One --		<input type="text"/>	-- Select One --	<input type="button" value="Add New Row"/>

Senior Administrator/Manager (Printed Name): _____ Senior Administrator/Manager (Signature): _____ Date: _____

Additional Signature required for company level access:

Company Finance Director(Printed Name): _____ Company Finance Director(Signature): _____ Date: _____

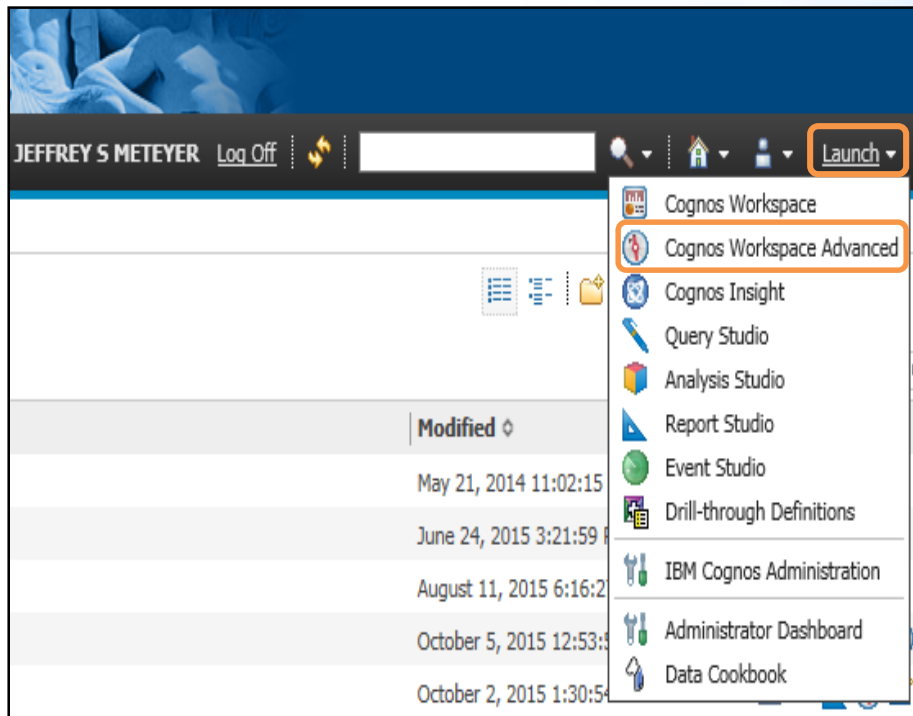
Print out, gather signatures, scan and send completed form to URGEMSSecurityAdmin@ur.rochester.edu

Internal Use Only:

UR Gems Security (Printed Name): _____ UR Gems Security (Signature): _____ Date: _____



Journey into WorkSpace



- Navigate to <https://cognos.dw.its.rochester.edu/>
- Use Net ID and Password
- First Time Access: Choose *Author* business reports

Note: For users with previous access, select **Launch** from Main Menu



Creating a Report: Select Your Source

- Specific location for URGEMS Reporting fields
- Navigate to [Cognos](#) > [Public Folders](#) > [#URGEMS Ad-Hoc](#) > Packages
- Choose *Create new*

Tip: Use *Recently used packages* section after first time

IBM Cognos Workspace Advanced



Create new



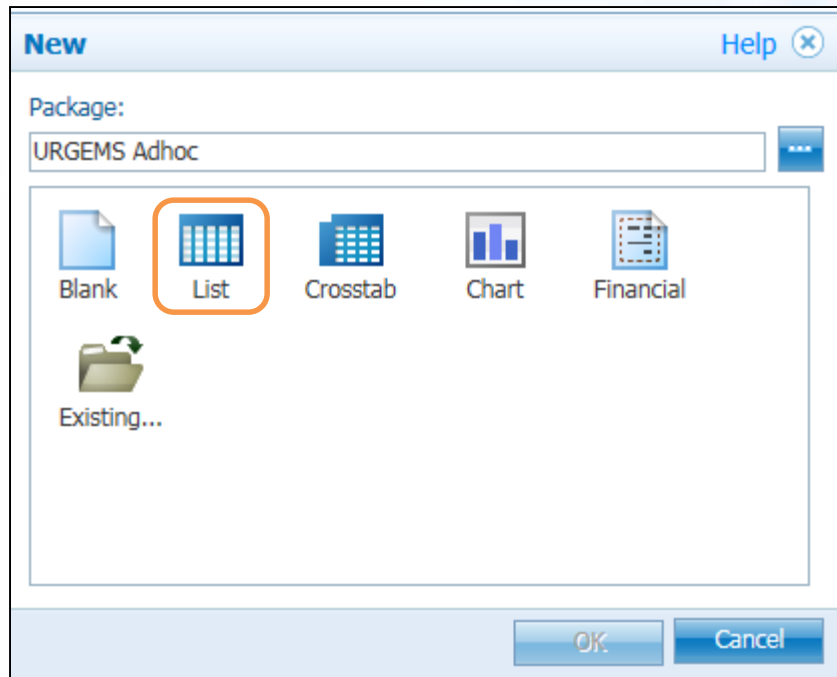
Open existing



Show this dialog in the future



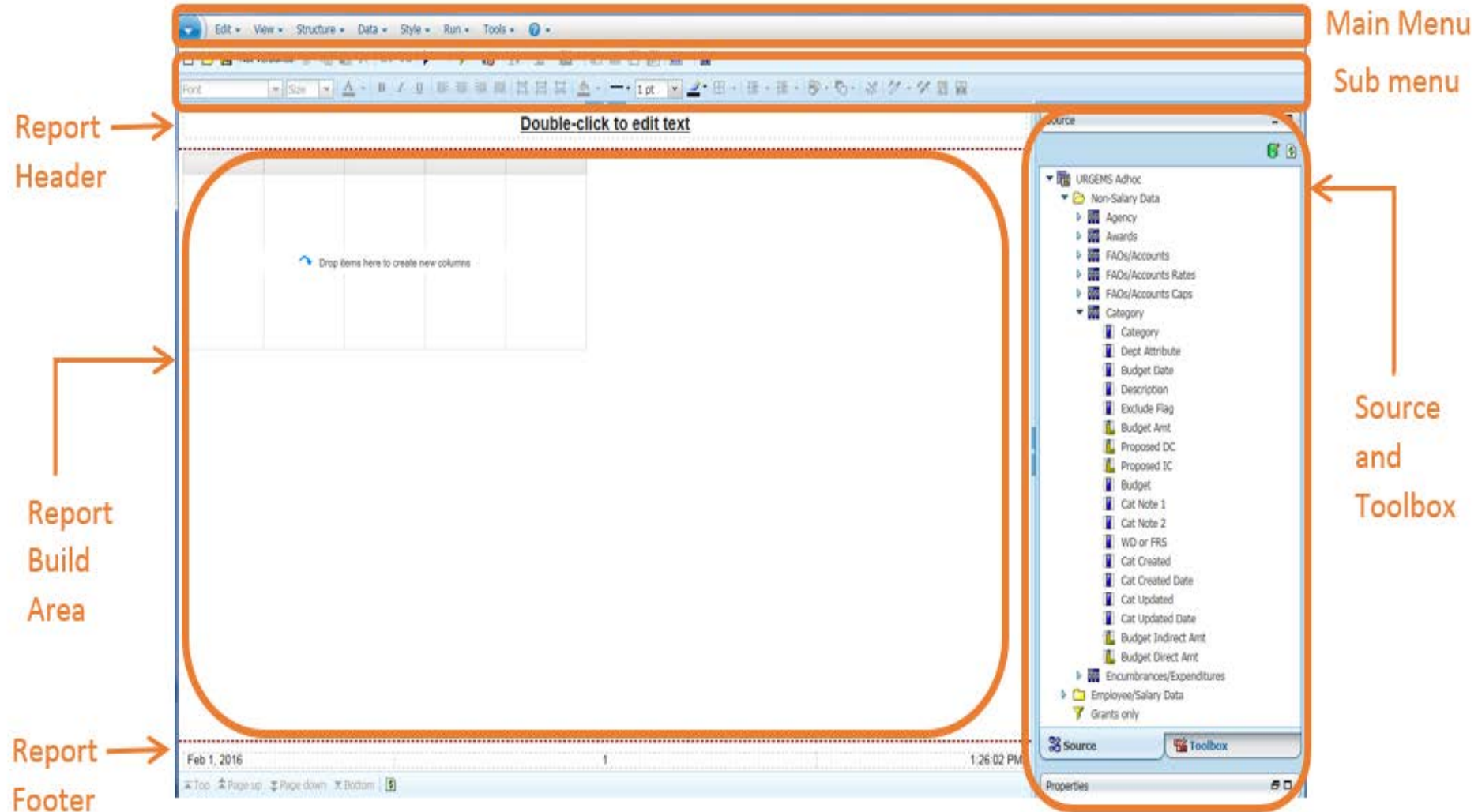
Create a Report



- Various report templates are listed
- Each provides different functionality
- Select *List* for a columnar type template



Workspace Navigation



Report Build Area and Features

New - IBM Cognos Workspace Advanced - Internet Explorer

Calculation /Organization Features

Double-click to edit text

Drop items here to create new columns

Drag and drop columns to arrange as needed

Editable Fields

Double click adds to report work area

Source

- URGEMS Adhoc
 - Non-Salary Data
 - Agency
 - Awards
 - FAOs/Accounts
 - FAOs/Accounts Rates
 - FAOs/Accounts Caps
 - Category
 - Encumbrances/Expenditures
 - Grants only Non-Salary
 - Employee/Salary Data

Source | Toolbox

Properties

Apr 18, 2016 | 1 | 10:22:14 AM

Top | Page up | Page down | Bottom

The screenshot displays the IBM Cognos Workspace Advanced interface within an Internet Explorer browser. The main workspace is a grid for building reports. A text box at the top of the grid says 'Double-click to edit text'. Below it, a larger box contains the text 'Drop items here to create new columns'. To the right, a 'Source' pane shows a tree structure of data sources under 'URGEMS Adhoc'. A box highlights the 'Non-Salary Data' folder and its contents. Arrows point from text labels to specific features: 'Drag and drop columns to arrange as needed' points to the grid; 'Double-click to edit text' points to the text box; 'Double click adds to report work area' points to the source tree; and 'Editable Fields' points to the grid area. The bottom status bar shows the date 'Apr 18, 2016', a page number '1', and a timestamp '10:22:14 AM'. Navigation buttons like 'Top', 'Page up', 'Page down', and 'Bottom' are also visible.



Exercise

Scenarios:

Log into IBM Workspace and navigate to the URGEMS Ad Hoc folder and view interface.

Objectives:

- Log In to IBM Workspace
- Navigate to URGEMS Ad Hoc





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Building the “My Awards” Report

Design elements

Report Design Planning

1. Consider the following report design elements:
 - Report purpose / Information to portray
 - URGEMS data elements needed
 - Calculations to build
 - Formatting
 - Save to Public or Private
2. Avoid selecting values from 2 different levels
 - Amounts may aggregate
3. Validate report after creation



Report and URGEMS Data Elements

1 2 3 Sample - My Awards listing 4 5 6 7

Agency Type	Agency Award No	UR Award No	Award Title	PI/Resp	Status	Total Funded Amount	Project Begin Date	Project End Date
Corporate	Contract No. 60174		High LET particle Radiation: An Integrated Metabonomics Study	PHIPPS, RICHARD PAGE	Awarded	\$0.00	10/01/2007	09/30/2008
	Agreement 10/15/06	001076-001	The role of VEGF and its Receptor KDR in Cigarette Smoke-Mediated Endothelial Cell Dysfunction	RAHMAN, IRFANUR	Awarded	\$664,361.00	10/15/2006	10/14/2008
	6/2008		Testing Ligand-Binding Activity of the Recombinant Aryl hydrocarbon Receptor (AhR)	GASEWICZ, THOMAS A.	Awarded	\$2,500.00	07/01/2008	02/28/2009
	Agreement Dated 11/07		Molecular Mechanisms Controlling Cigarette Smoke-Induced Lung Injury	PHIPPS, RICHARD PAGE	Awarded	\$0.00	01/01/2008	12/31/2009
	Agreement 1/1/07	002043-001	Molecular Mechanisms of cigarette smoke mediated inflammation and surrogate biomarkers of oxidative stress and	RAHMAN, IRFANUR	Awarded	\$752,146.00	01/01/2007	12/31/2009
				RAHMAN, IRFANUR	Awarded	\$450,000.00	01/28/2008	01/27/2011
				RAHMAN, IRFANUR	Awarded		04/01/2008	03/31/2011
				TAYLOR, KATE , TAYLOR, KATE	Awarded		05/06/2011	06/30/2012
				MARKOWITZ, DINA G.	Awarded		06/01/2014	04/30/2015
				TAYLOR, KATE E.	Awarded	\$0.00	07/01/2009	06/30/2015
				CHARR, RILEY	Awarded	\$0.00	07/01/2005	06/30/2015
				Longoria, Walter	Awarded		06/01/2013	07/31/2015
				PHIPPS, RICHARD PAGE	Awarded		09/30/2015	09/29/2017

Agency

Search Browse Details

GEMS Agency ID/Coeus ID:

Agency Name/Inst:

1 Agency Type: NIH: All

Awards

Search Browse Details

2 Agency ID: Cost Center Award ID:

3 Agency Award No:

4 Award Title:

5 Submit Type: Award Type:

4 PI Last Name: PI First Name:

5 Status: Units: All

Dates Sub Recipients Subcontractors Agency Contacts Key Personnel History

Status:

Proposal Submitted:

6 Project Begin: *

Non-compete:

Agency Review Date:

Proposal Award:

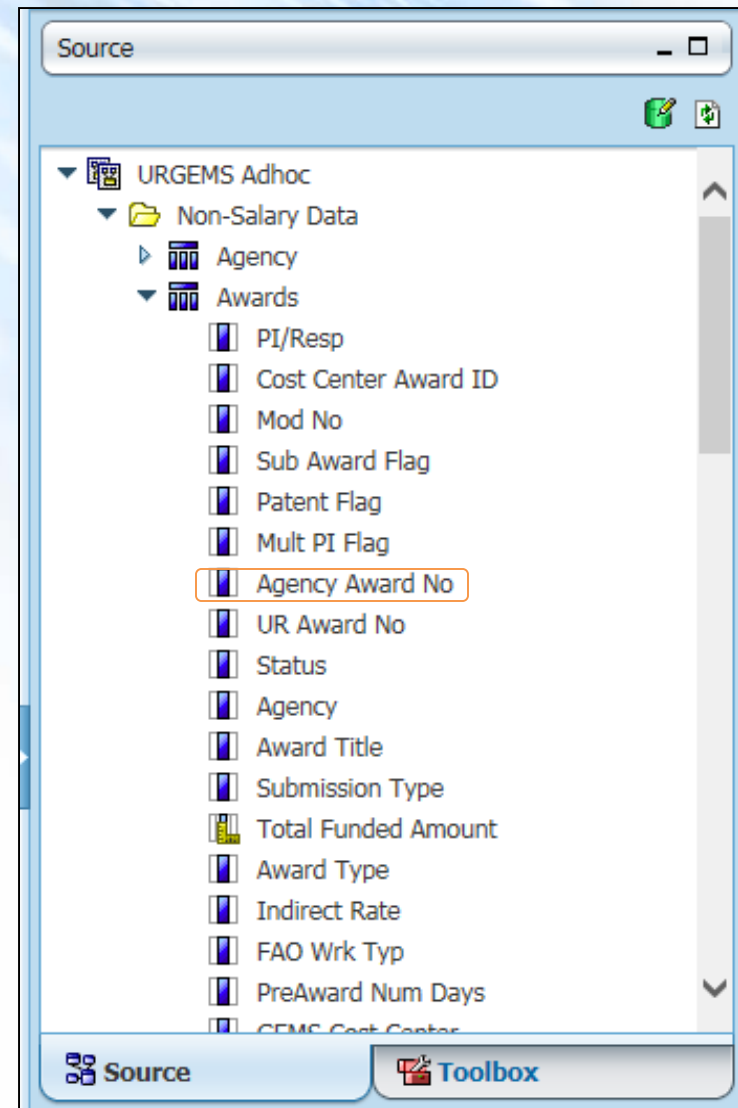
7 Project End: *

Complete Date:



Create Report Features

- Locate *Source* folder the URGEMS field is located in
- *Drag and drop* or *double click* in order for placement
 - Move columns as needed with *Click n Drag*
- Summarize for Total
- Group to categorize



My Award Ad Hoc Report

- Report need: High level report that displays all awards (access) with total funded amount and start date
- Data Elements
 - Agency Type
 - Agency Award Number
 - UR Award No
 - Award Title
 - PI/Responsible Person
 - Status
 - Total Funded Amount
 - Project Begin Date








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Functionality


Adding Group, Summarize and Count

Adding Functionality

- Application provides many components for added report functionality
- Group / Ungroup 
 - Categorizes related items in a by data type (field/column)
- Summarize 
 - Provides totals by column selected
 - Quick option: “Automatic Summary”
- Count 
 - Show the number of items by grouping

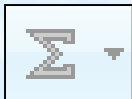


Grouping Related Data

- Click in column to group *i.e. Agency Type*
- Select the Group / Ungroup icon 

Agency Type	Agency Award No	UR Award No	Award Title
Corporate	1234		this is a test
	Just a Bit of a Test	Just a Bit of a Test	Just a Bit of a Test
	Just a Bit of a Test	Just a Bit of a Test	Just a Bit of a Test
			THis is a test of subcodes for acct summ acct det and pi report
			Test award for reallocations and reports
			award to test proposals to awarded
			award to test proposals to awarded
			memory test 6may11
			this is a test
Federal Agency	R01 ES012546		Toxic Effects of Not Using Gems for Departmental Accounting Purposes
	TEST2:SON	TEST2:SON	TEST 2 : SON
			Tested
Foundation			This is a title
			Sal Cap test
			Tand database test
			Test for mid year account split from FRS to FAO

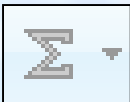

Summarize

- Click in column to summarize *i.e. Total Funded Amount*
- Select the Summarize icon 

Agency Type	Agency Award No	UR Award No	Award Title	PI/Resp	Status	Total Funded Amount	Project Begin Date
Corporate	1234		this is a test	O'Hare, RILEY	Awarded	\$0.00	07/01/2005
	Just a Bit of a Test	Just a Bit of a Test	Just a Bit of a Test	Taylor, Kate E	Awarded	\$0.00	07/01/2014
	Just a Bit of a Test	Just a Bit of a Test	Just a Bit of a Test	Taylor, Kate E	Proposed	\$0.00	07/01/2014
			THis is a test of subcodes for acct summ acct det and pi report	Taylor, Kate	Awarded		07/01/2014
			Test award for reallocations and reports	Longmire, Walter	Awarded		08/01/2013
			award to test proposals to awarded	TAYLOR, KATE E	Awarded	\$0.00	07/01/2009
			award to test proposals to awarded	TAYLOR, KATE E	Proposed		07/01/2009
			memory test 6may11	TAYLOR, KATE , TAYLOR, KATE	Awarded		05/06/2011
			this is a test	CLAY, JUDITH M	Projected	\$0.00	07/01/2005
Corporate - Summary						\$0.00	
Federal Agency	R01 ES012546		Toxic Effects of Not Using Gems for Departmental Accounting Purposes	AMICO, CATHERINE	Awarded	\$1,000,000.00	07/01/2010
	TEST2:SON	TEST2:SON	TEST 2 : SON	Sawdey, Pam	Awarded	\$100,000,000.00	01/01/2008
			Tested	Doe, John	Awarded		01/01/2012
			This is a title	Morgan, Sandy	Awarded	\$0.00	09/01/2013
Federal Agency - Summary						\$101,000,000.00	



Count

- Click in column to count *i.e. Agency Award Number*
- Select the Summarize icon , then choose Count 

Agency Type	Agency Award No	UR Award No	Award Title	PI/Resp	Status	Total Funded Amount	Project Begin Date
Corporate	1234		this is a test	O'Hare, RILEY	Awarded	\$0.00	07/01/2005
	Just a Bit of a Test	Just a Bit of a Test	Just a Bit of a Test	Taylor, Kate E	Awarded	\$0.00	07/01/2014
	Just a Bit of a Test	Just a Bit of a Test	Just a Bit of a Test	Taylor, Kate E	Proposed	\$0.00	07/01/2014
			award to test proposals to awarded	TAYLOR, KATE E	Awarded	\$0.00	07/01/2009
			award to test proposals to awarded	TAYLOR, KATE E	Proposed		07/01/2009
			memory test 6may11	TAYLOR, KATE , TAYLOR, KATE	Awarded		05/06/2011
			Test award for reallocations and reports	Longmire, Walter	Awarded		08/01/2013
			this is a test	CLAY, JUDITH M	Projected	\$0.00	07/01/2005
			THis is a test of subcodes for acctn summ acct det and pi report	Taylor, Kate	Awarded		07/01/2014
Corporate - Summary						\$0.00	
Corporate - Count		3					
Federal Agency	R01 ES012546		Toxic Effects of Not Using Gems for Departmental Accounting Purposes	AMICO, CATHERINE	Awarded	\$1,000,000.00	07/01/2010
	TEST2:SON	TEST2:SON	TEST 2 : SON	Sawdey, Pam	Awarded	\$100,000,000.00	01/01/2008
			Tested	Doe, John	Awarded		01/01/2012
			This is a title	Morgan, Sandy	Awarded	\$0.00	09/01/2013
Federal Agency - Summary						\$101,000,000.00	
Federal Agency - Count		2					



Adding a Title

- Double click on the report header to rename
- Add name and save with OK


Double-click to edit text			
UR Award No	Award Title	PI/Resp	Status
	this is a test	O'Hare, RILEY	Awarded
Just a Bit of a Test	Just a Bit of a Test	Taylor, Kate E	Awarded
Just a Bit of a Test	Just a Bit of a Test	Taylor, Kate E	Proposed

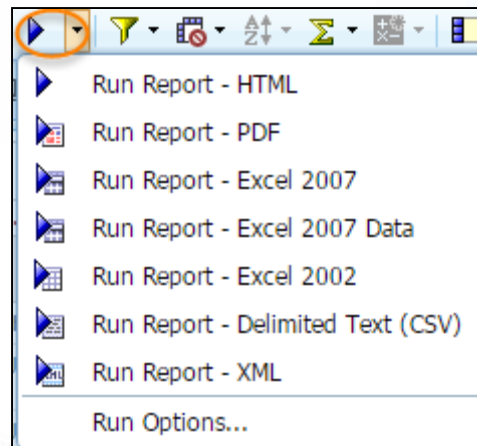
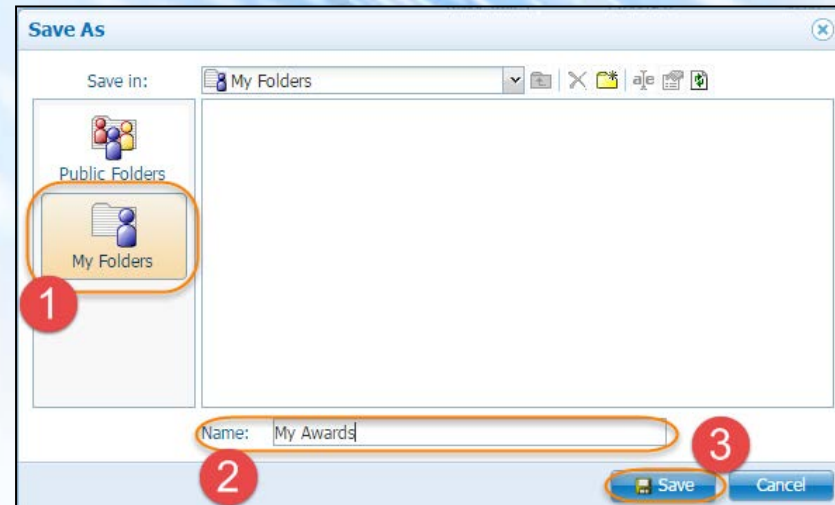
Text ✕

My Awards|

OK Cancel

Save and Run Reports

- To Save: Choose “Report Actions” , then Save or Save As to folder:
 - Public
 - Private
- To Run: Select the Run icon from the standard toolbar



Building the My Award Ad Hoc Report

■ Data Input

Data Field	Source Folder
Agency Type	Non-Salary Data / Agency
Agency Award Number	Non-Salary Data / Award
UR Award No	Non-Salary Data / Award
Award Title	Non-Salary Data / Award
PI/Responsible Person	Non-Salary Data / Award
Status	Non-Salary Data / Award
Total Funded Amount	Non-Salary Data / Award
Project Begin Date	Non-Salary Data / Award/Dates

■ Report output

Agency Type	Agency Award No	UR Award No	Award Title	PI/Resp	Status	Total Funded Amount	Project Begin Date
Corporate	1234		this is a test	O'Hare, RILEY	Awarded	\$0.00	07/01/2005
	Just a Bit of a Test	Just a Bit of a Test	Just a Bit of a Test	Taylor, Kate E	Proposed	\$0.00	07/01/2014
			award to test proposals to awarded	TAYLOR, KATE E	Awarded	\$0.00	07/01/2009
			memory test 6may11	TAYLOR, KATE , TAYLOR, KATE	Awarded		05/06/2011
			Test award for reallocations and reports	Longmire, Walter	Awarded		08/01/2013
			This is a test of subcodes for acct summ acct det and pi report	Taylor, Kate	Awarded		07/01/2014
Corporate - Summary						\$0.00	
Corporate - Count		1					



Exercise

Scenarios:

You want to view your Awards assigned to you in URGEMS. Create the “My Awards” Report using the Group, Summarize and Count features.

Objectives:

- Log In to IBM Workspace
- Navigate to URGEMS Ad Hoc
- Save report





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Building the “Budget to Expense/Encumbrance” Report

Budget to Expense/Encumbrance Ad Hoc Report

- Report need: Displays all awards (access) with total budget to actual expenses encumbered
- Data Elements
 - **FAO year**
 - **Status**
 - **FAO**
 - **Description**
 - **Category (Spend or Revenue)**
 - **Budget Amt (Amount)** *careful to select same level*
 - **Exp (Expense) Total Amount**
 - **Total Enc (Encumbered) Amt (Amount)**
 - **Variance** *Calculation*







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Functionality


Adding Summarize, Calculation and Filtering

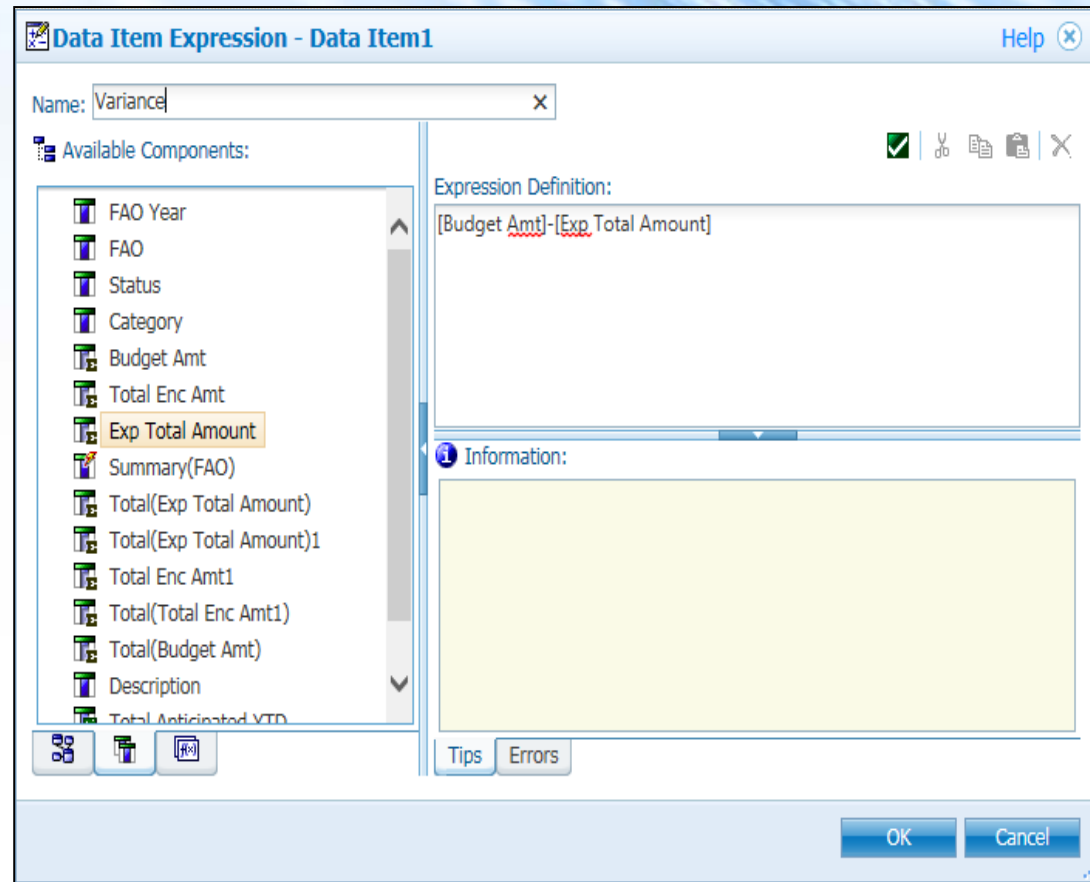
Adding Functionality

- Application provides many components for added report functionality
- Calculation (Variance) 
 - Create a custom calculation in its own column
- Filtering 
 - Sort or refine data by selected column



Creating a Calculated Field

- Select from standard toolbar 
- Name new column “Variance”
- Available Components tabs
- Use Expression Definitions to build calculation



Data Item Expression - Data Item1 Help

Name:

Available Components:

- FAO Year
- FAO
- Status
- Category
- Budget Amt
- Total Enc Amt
- Exp Total Amount**
- Summary(FAO)
- Total(Exp Total Amount)
- Total(Exp Total Amount)1
- Total Enc Amt1
- Total(Total Enc Amt1)
- Total(Budget Amt)
- Description
- Total Anticipated YTD



Expression Definition:

Information:

Tips Errors

OK Cancel

Filtering Steps

1. Click in report column to filter
2. Select from standard toolbar 
3. Choose Specific Values
4. Place values in Selected values
5. Select OK
6. Edit filter if needed 

Filter Condition - FAO Year Help

Condition:
Show only the following values: ☐ Prompt for values when report is run in viewer

Values

Specific values

Keywords:
 Search

Values:

- 2008
- 2009
- 2010
- 2011
- 2012
- 2013
- 2014
- 2015
- 2016

Selected values:

Select all Deselect all Select all Deselect all

☐ Include missing values (NULL)

OK Cancel

Building the Ad Hoc Report

■ Data Input

Data Field	Source Folder
FAO year	FAOs/Accounts
Status	FAOs/Accounts
FAO	FAOs/Accounts
Description	Category
Category (Spend or Revenue)	Category
Budget Amt (Amount)	Category
Exp (Expense) Total Amount	Encumbrances/Expenditures/Expenses
Total Enc (Encumbered) Amt (Amount)	Encumbrances/Expenditures/Encumbrance
Variance	A calculated field: Budget Amount –Expense Total Amount

■ Report output

Sample Summary (Budget/Encumbered/Expensed)								
FAO Year	Status	FAO	Description	Category	Budget Amt	Exp Total Amount	Total Enc Amt	Variance
GR521541 - Summary					\$0.00			
2015	Aw arded		BEN	SC46250	\$200,000.00			
2015	Aw arded		DOMESTIC TRAVEL	SC49750	\$0.00	\$1,275.00	\$1,300.00	(\$1,275.00)
2015	Aw arded		FAC SAL	SC10000	\$150,000.00			
2015	Aw arded		IES TEST	SC57800	\$100,000.00			
2015	Aw arded		IND	SC57090	\$387,500.00			
2015	Aw arded		NON-FAC SAL hourly	SC57400	\$175,000.00			
2015	Aw arded			SC57800	\$150,000.00			
2015	Aw arded			SC63880	\$0.00	\$1,050.00	\$800.00	(\$1,050.00)
GR567916 - Summary					\$1,162,500.00	\$2,325.00	\$2,100.00	(\$2,325.00)
Overall - Summary					\$1,162,500.00	\$2,325.00	\$2,100.00	(\$2,325.00)

Exercise

Scenarios:

You want to view the Budget, Encumbrances and Expenses per FAO/ Award assigned to you in URGEMS. Create the “Sample Budget to Expenses/Encumbrance” Report.

Create a custom calculation of Variance, filter and name the report.

Objectives:

- Located appropriate URGEMS fields
- Create Calculated field
- Save report



If you need help



1. Self Help

- URGEMS Security Access form
- URGEMS Student Manuals
- Quick Reference Cards
- User Group Meetings

2. For Technical Issues

- UnivIT: 275-2000 or email UnivITHelp@ur.rochester.edu
- UPMC: 275-3200 or email HelpDesk_ISD@UPMC.rochester.edu





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Thank You!

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