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**
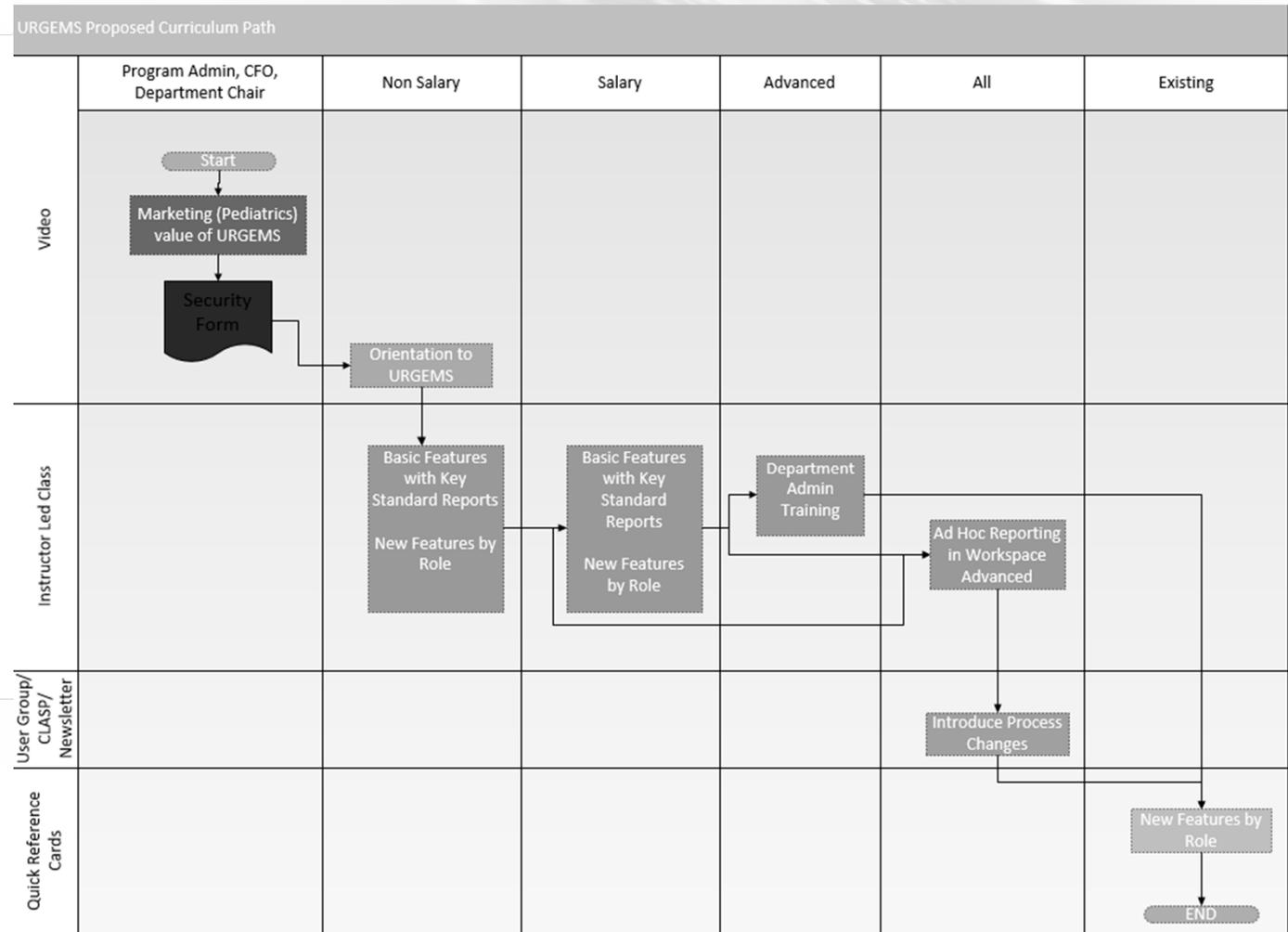
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What is Workspace Advanced

- 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

URGEMS Proposed Curriculum Path

	Program Admin, CFO, Department Chair	Non Salary	Salary	Advanced	All	Existing
Video	Start → Marketing (Pediatrics) value of URGEMS → Security Form	Orientation to URGEMS				
Instructor Led Class		Basic Features with Key Standard Reports / New Features by Role	Basic Features with Key Standard Reports / New Features by Role	Department Admin Training / Ad Hoc Reporting in Workspace Advanced		
User Group/ CLASP/ Newsletter				Introduce Process Changes		
Quick Reference Cards						New Features by Role → END

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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

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- URGEMS Access form
- Located on the UR Financials **Security Forms** web page
- Send to UnivITHelp@ Rochester.edu

University of Rochester Information Technology

Cognos Access Request Form for URGEMS Data Reports

The URGEMS application uses a reporting tool that requires access to be permitted to the Data Warehouse.

Please complete the following form; mail it to your manager for their approval, and have them return the completed form to: UnivITHelp@rochester.edu

The Data Warehouse security coordinator will process your request.

Please note: the security clause below must be approved by you prior to this form being processed completely.

Name	
Net_ID (not the password)	
Email Address	
Your work phone	
Dept Administrator or Manager's Name	
Date of Request	
Do you need access to Ad Hoc Reporting (Yes or No)?	

The access or use of any University of Rochester data for one's own personal gain or profit, for the personal gain or profit of others, or to satisfy one's own personal curiosity or that of others is EXPRESSLY FORBIDDEN. Also forbidden is the disclosure or 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.

☐ I agree to the above.

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Journey into WorkSpace
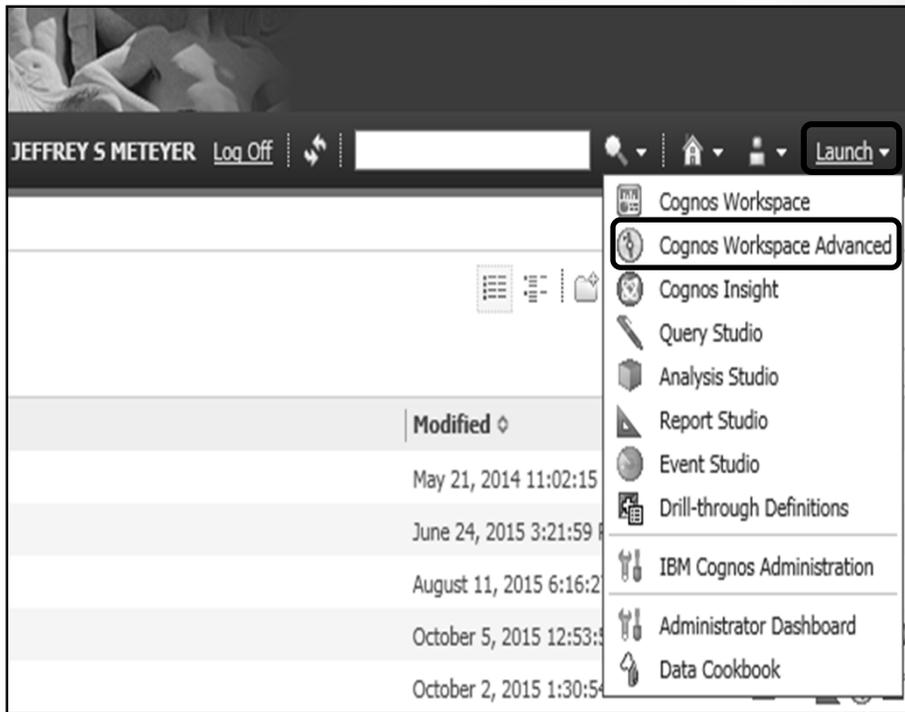
Tip: Contact Help Desk for access issues

- Navigate to https://cognos.dw.its.rochester.edu/

- Use Net ID and Password

- First Time Access: Choose *Author business reports*

- Previous Access: Select *Launch* from Main Menu

Creating a Report: Select Your Source

- Specific location for URGEMS Reporting fields

- Navigate to <u>Cognos</u> > <u>Public Folders</u> > <u>#URGEMS Ad-Hoc</u> > 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
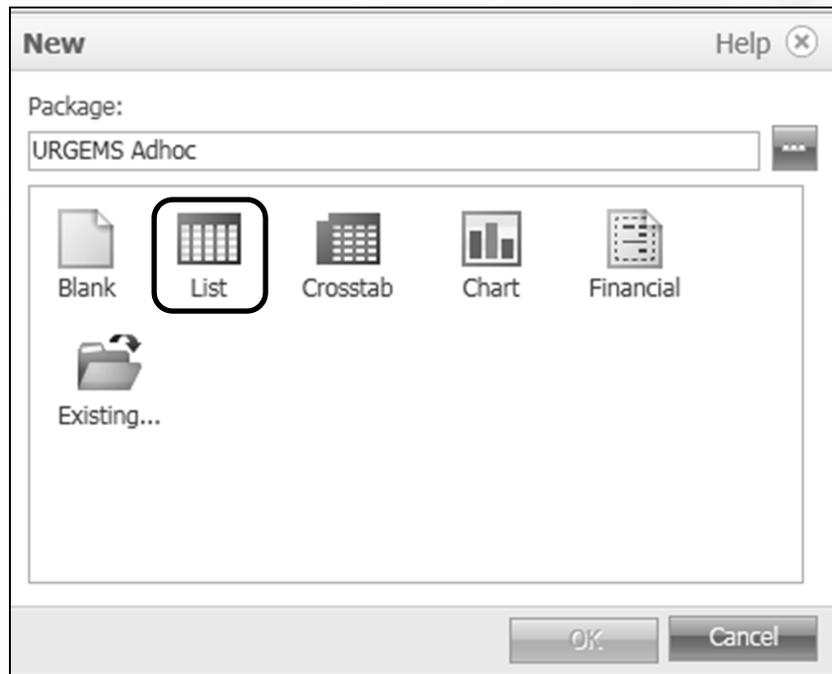
- Various report templates are listed
- Each provides different functionality
- Select *List for a columnar type template*

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Workspace Navigation

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Building the "My Awards" Report

Report and URGEMS Data Elements

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 Σ
- Group to categorize

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Source

URGEMS Adhoc
- Non-Salary Data
  - Agency
  - Awards
    - PI/Resp
    - Cost Center Award ID
    - Mod No
    - Sub Award Flag
    - Patent Flag
    - Mult PI Flag
    - Agency Award No
    - UR Award No
    - Status
    - Agency
    - Award Title
    - Submission Type
    - Total Funded Amount
    - Award Type
    - Indirect Rate
    - FAO Wrk Typ
    - PreAward Num Days
    - CEMS Cost Center

Source   Toolbox
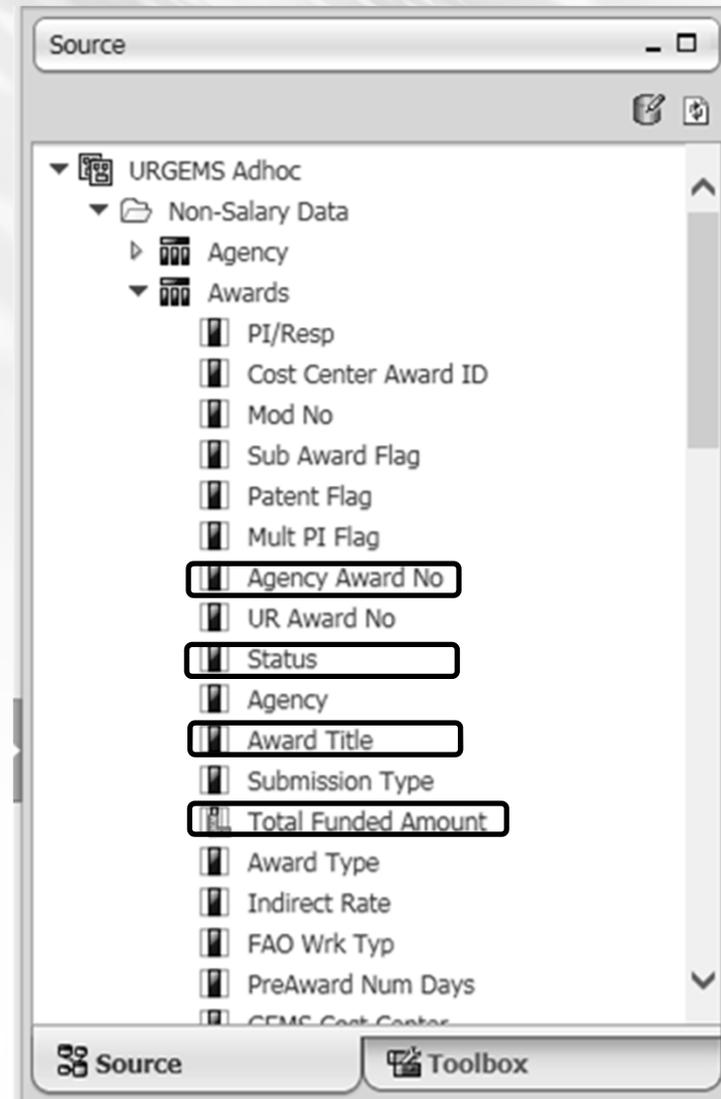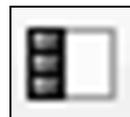
Report Build Area and Features

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Report Design

1. Prior to building, consider the following report design elements:
    - Report purpose / Information to portray
    - URGEMS data fields needed
    - Calculations to build
    - Formatting
    - Save Public or Private
2. Build a draft report in Workspace and adjust as needed

> **Tip:** Ensure all URGEMS Data fields required to compose the desired output are included in the report design. This may take some thought and planning

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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**

Calculations?

Formatting?

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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 accnt 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
			This is a title
Foundation			Sal Cap test
			Tand database test
			Test for mid year account split from FRS to FAO

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Summarize

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

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 accnt 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 Σ ▾, then choose Count 1001 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 accnt 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						

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Adding a Title

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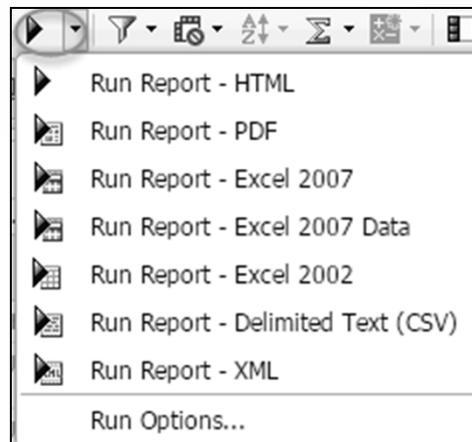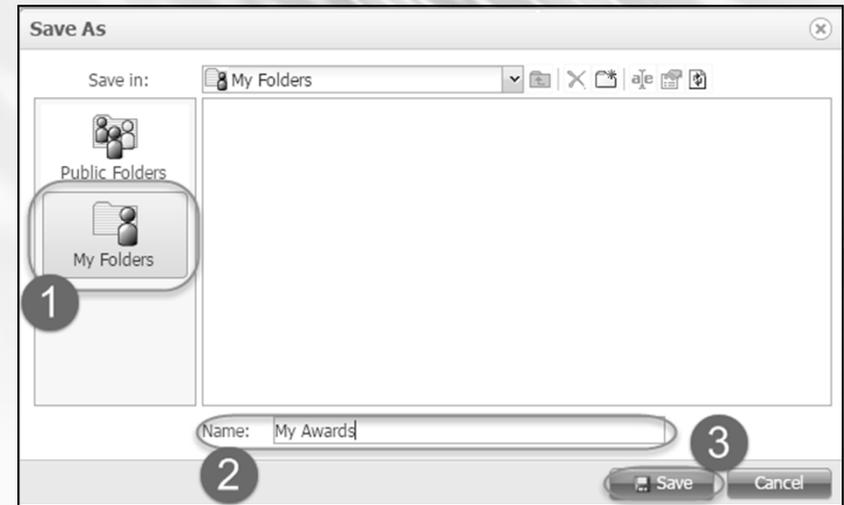
Save and Run Reports

- To Save: Choose "Report Actions" [▼], then Save or Save As to folder:
  - Public
  - Private

- To Run: Select the Run icon form 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 accnt summ acct det and pi report	Taylor, Kate	Awarded		07/01/2014
Corporate - Summary						$0.00	
Corporate - Count	1						

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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

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 (Object Class)**
  - **Category (Spend or Revenue)**
  - **Budget Amt (Amount)**
  - **Total Enc (Encumbered) Amt (Amount)**
  - **Exp (Expense) Total Amount**
  - **Variance *Calculation***

Adding Functionality

- Application provides many components for added report functionality
- Summarize
  - Provides totals by selected column
  - Quick option: "Automatic Summary"
- Calculation (Variance)
  - Create a custom calculation in its own column
- Filtering
 - Sort or refine data by selected column

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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 accnt 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**	

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Creating a Calculated Field

- Select from standard toolbar

- Name new column "Variance"

- Available Components tabs

- Use Expression Definitions to build calculation

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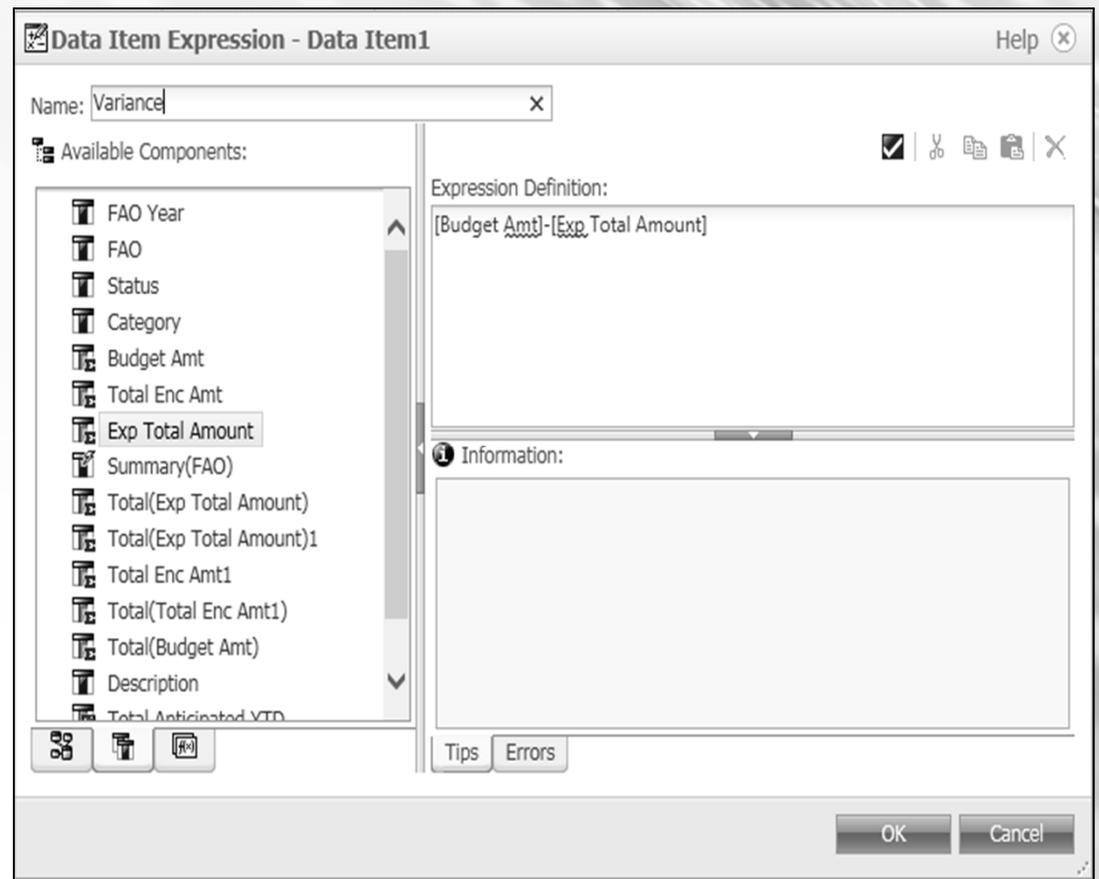
Filtering

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

Building the Ad Hoc Report

- ## Data Input

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

- ## Report output

Sample Summary (Budget/Emcumbered/Expensed)

FAO Year	Status	FAO	Description	Category	Budget Amt	Total Enc Amt	Exp Total Amount	Total Anticipated YTD	Variance
2016	Awarded	GR500153	Benefits	SC46250	$0.00				
2016	Awarded		Express Mail	SC48550	$0.00				
2016	Awarded		Copying	SC48650	$0.00				
2016	Awarded		Telec.	SC49400	$0.00				
2016	Awarded		Domestic Travel	SC49750	$0.00				
2016	Awarded		Indirect Costs	SC57090	$0.00				
2016	Awarded		Salary Cap	SC57550	$0.00				
2016	Awarded		Faculty Salary	SC57600	$0.00				
2016	Awarded		Staff Salary	SC58100	$0.00				
2016	Awarded		Lab Supplies	SC59500	$0.00				
2016	Awarded		Vivarium	SC61400	$0.00				
GR500153 - Total					$0.00				
2016	Awarded	GR500193	Benefits	SC46250	$9,683.00				
2016	Awarded		Express Mail	SC48550	$0.00				
2016	Awarded		Copying	SC48650	$0.00	$84.60	$0.00	$84.60	($84.60)
2016	Awarded		Telec.	SC49400	$0.00				

Exercise

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

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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
   - URMC: 275-3200 or email HelpDesk_ISD@URMC.rochester.edu

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Thank You!

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