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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

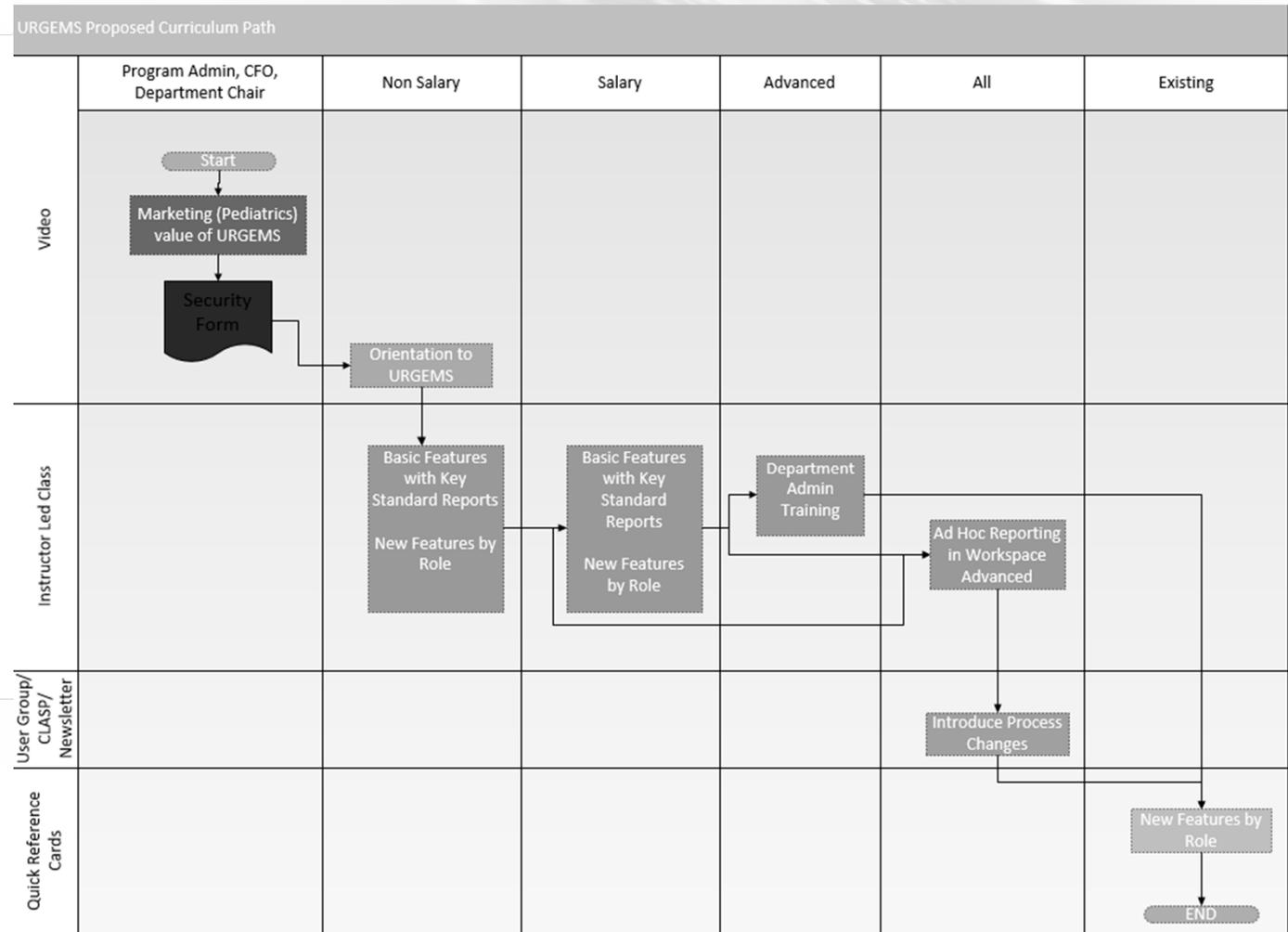


What is Workspace Advanced

- 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

- 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

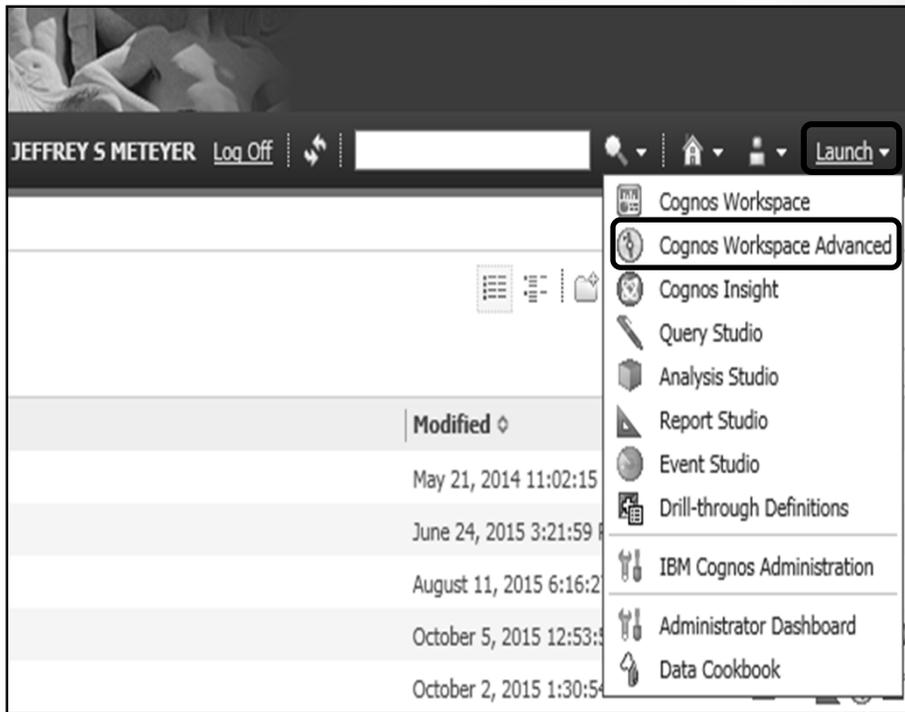
Date of Request

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.

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 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



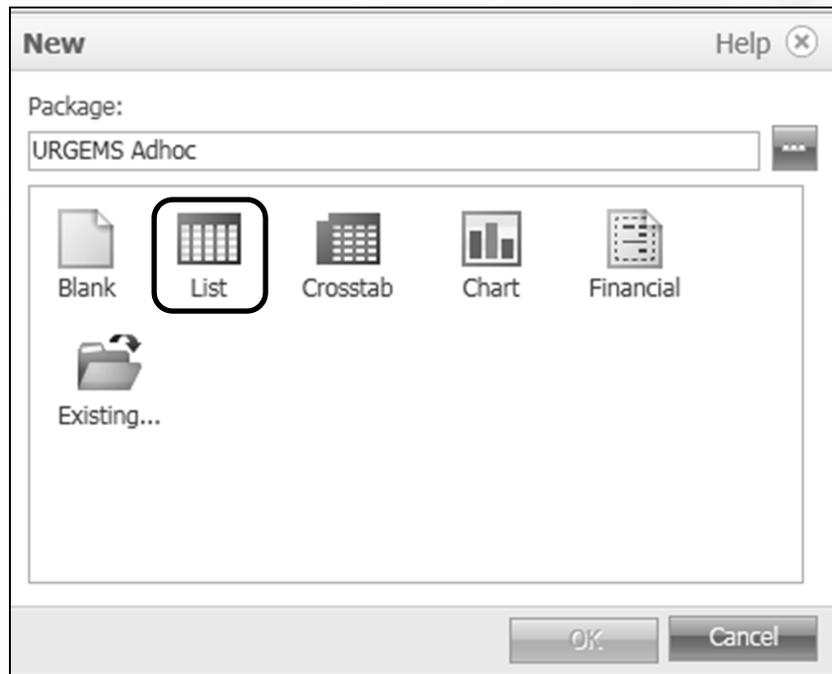
Open existing



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

The image shows a screenshot of a report builder application interface. The interface is divided into several key areas:

- Main Menu / Sub menu:** Located at the top, containing menu items like Edit, View, Structure, Data, Style, Run, and Tools.
- Report Header:** A horizontal bar at the top of the report content area with the text "Double-click to edit text".
- Report Build Area:** The central workspace for designing the report, featuring a table structure with a prompt "Drop items here to create new columns".
- Report Footer:** A horizontal bar at the bottom of the report content area, displaying "Feb 1, 2016", "1", and "1:26:02 PM".
- Source and Toolbox:** A vertical panel on the right side containing a hierarchical tree view of data sources. The tree includes categories like "Non-Salary Data", "Agency", "Awards", "FAOs/Accounts", and "Category". The "Category" sub-tree lists various fields such as "Category", "Dept Attribute", "Budget Date", "Description", "Exclude Flag", "Budget Amt", "Proposed DC", "Proposed IC", "Budget", "Cat Note 1", "Cat Note 2", "WD or FRS", "Cat Created", "Cat Created Date", "Cat Updated", "Cat Updated Date", "Budget Indirect Amt", "Budget Direct Amt", "Encumbrances/Expenditures", "Employee/Salary Data", and "Grants only".

Arrows from the labels on the left point to the Report Header, Report Build Area, and Report Footer. An arrow from the label on the right points to the Source and Toolbox panel.



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Building the “My Awards” Report

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 Metabolomics Study	PHIPPS, RICHARD PAIGE	Awarded	\$0.00	10/01/2007	09/30/2008
	Agreement 10/15/05	051076-001	The role of VEGF and its Receptor KDR in Cigarette Smoke-Mediated Endothelial Cell Dysfunction	RAHMAN, RFANUR	Awarded	\$964,061.00	10/15/2005	10/14/2006
	6/20/06		Testing Ligand-Binding Activity of the Recombinant Aryl Hydrocarbon Receptor (AhR)	GASIEWICZ, THOMAS A.	Awarded	\$2,500.00	07/01/2006	02/09/2009
	Agreement Dated 11/07		Molecular Mechanisms Controlling Cigarette Smoke-Induced Lung Injury	PHIPPS, RICHARD PAIGE	Awarded	\$0.00	01/01/2008	12/31/2009
	Agreement 1/1/07	062043-001	Molecular Mechanisms of cigarette smoke mediated inflammation and surrogate biomarkers of oxidative stress and	RAHMAN, RFANUR	Awarded	\$752,146.00	01/01/2007	12/31/2009
				RAHMAN, RFANUR	Awarded	\$450,000.00	01/26/2008	01/27/2011
				RAHMAN, RFANUR	Awarded		04/01/2008	03/31/2011
				TAYLOR, KATE , TAYLOR, KATE	Awarded		05/06/2011	06/30/2012
				MARKOWITZ, DINA G	Awarded		05/01/2014	04/30/2015
				TAYLOR, KATE E	Awarded	\$0.00	07/01/2009	06/30/2015
				O'Hare, RILEY	Awarded	\$0.00	07/01/2005	06/30/2015
				Longmire, Walter	Awarded		06/01/2013	07/31/2015
				PHIPPS, RICHARD PAIGE	Awarded		09/30/2015	09/29/2017

Agency

Search Browse Details

GEMS Agency ID/Coeus ID:

Agency Name/Inst:

1 Agency Type:

NIH: All

Search Clear

Corporate - Total

Agency Award No	Award Title
UROCI10RFA25	Molecular Mechanisms of Cigarette-Smoke
Award letter 3/10/06	Role of NKT1 in Cigarette Smoke-Induced C
	memory loss (May11)
	Science Take-Out Kits for Environmental He
	award to test proposals to awarded
1234	this is a test
	Test award for malformations and reports
000000	Development of a novel anti-obesity agent
	This is a test of subcodes for acort summi a

Corporate - Total

Awards

Search Browse Details

2 Agency ID:

3 Agency Award No:

3 Award Title:

4 Submit Type:

4 PI Last Name:

5 Status:

Cost Center Award ID:

Award Type:

4 PI First Name:

Units: All

Dates Sub Recipients Subcontractors Agency Contacts Key Personnel History

Status:

SAVE Cancel

6 Proposal Submitted:

6 Project Begin: *

Non-compete:

Agency Review Date:

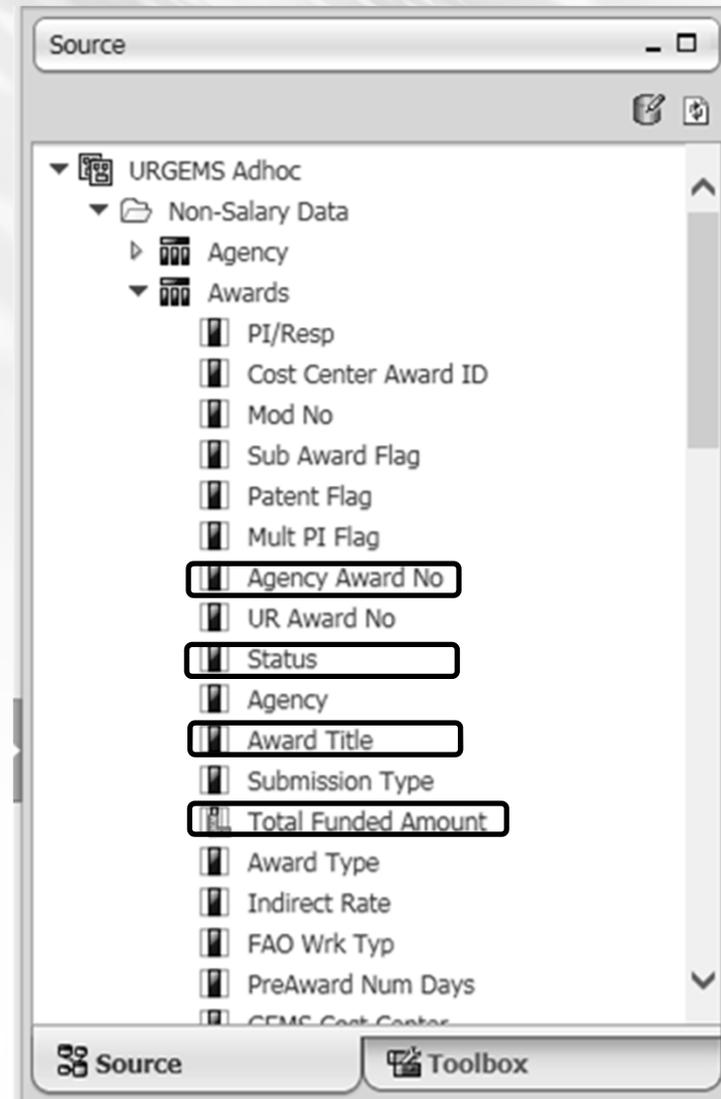
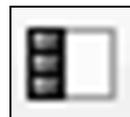
7 Proposal Award:

7 Project End: *

Compete 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



Report Build Area and Features

The screenshot shows the IBM Cognos Workspace Advanced interface. At the top, the browser title is "New - IBM Cognos Workspace Advanced - Internet Explorer". The main window title is "Calculation / Organization Features". The interface includes a menu bar (Edit, View, Structure, Data, Style, Run, Tools), a toolbar, and a font size dropdown set to "1 pt".

Annotations with callout boxes highlight specific features:

- Double-click to edit text:** A callout box points to the top header area.
- Drag and drop columns to arrange as needed:** A callout box points to a table area with the text "Drop items here to create new columns".
- Editable Fields:** A callout box points to the main report area.
- Double click adds to report work area:** A callout box points to a list of data sources in the right-hand pane.

The right-hand pane, titled "Source", shows a tree view under "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

At the bottom of the interface, there is a status bar showing "Apr 18, 2016", "1", and "10:22:14 AM". Navigation buttons for "Top", "Page up", "Page down", and "Bottom" are also visible.

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

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?

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	
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

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

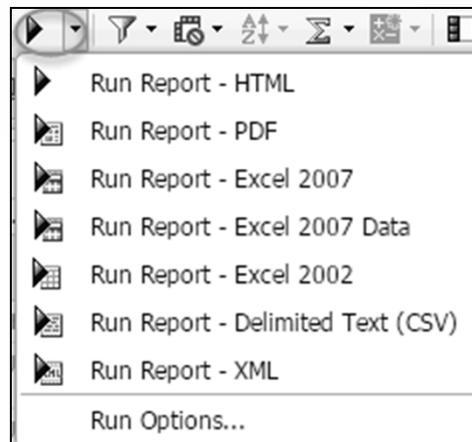
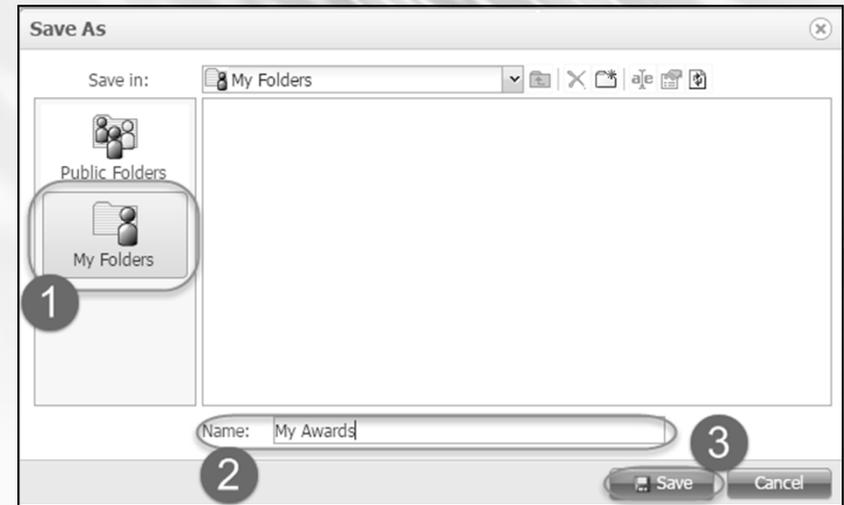
Text [X]

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 (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



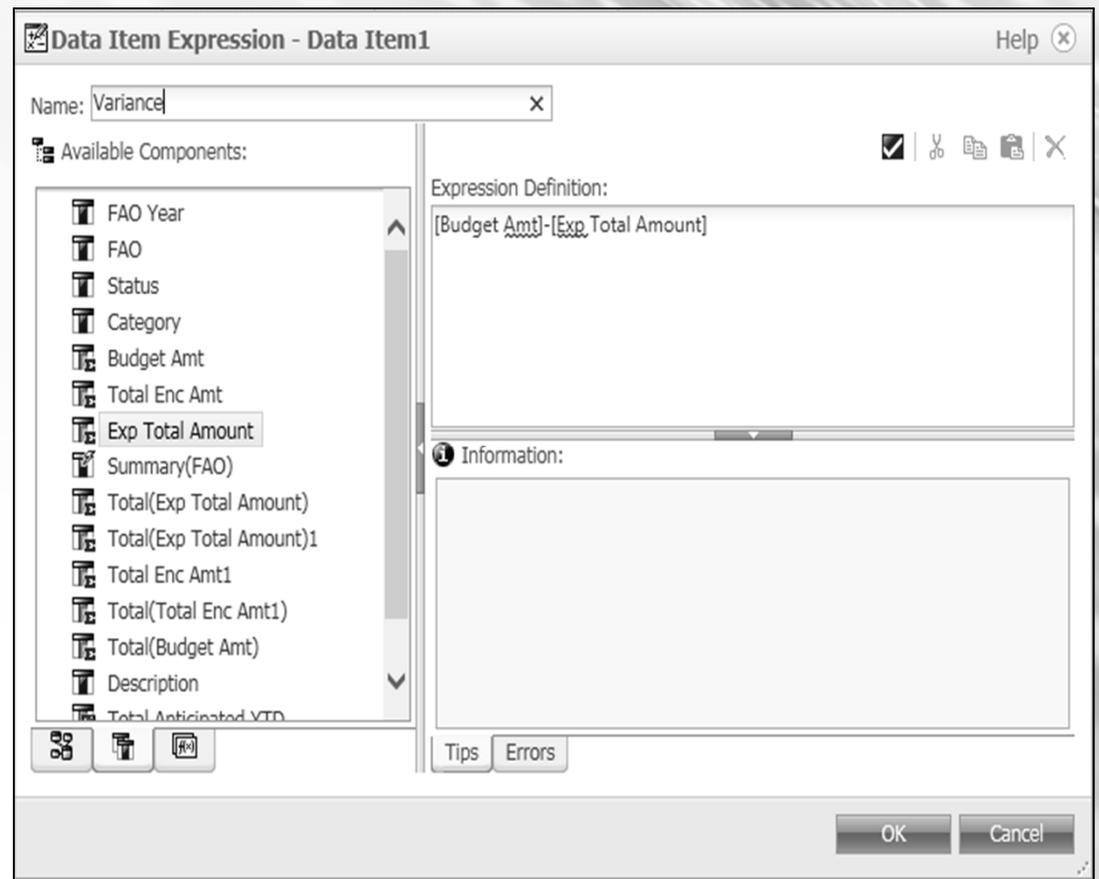
Summarize

- 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	

Creating a Calculated Field

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



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



Filter Condition - FAO Year Help (x)

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

Values

Specific values

Keywords:

Values:
2008
2009
2010
2011
2012
2013
2014
2015
2016

Selected values:

Select all Deselect all Select all Deselect all

Include missing values (NULL)

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

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





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Thank You!

UR Financials