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Introduction to the Interface

What is Cognos Workspace Advanced?

Cognos Workspace Advanced is a tool that allows users to build ad hoc reports from URGEAMS data. All fields in URGEAMS will be available for use when creating custom (Ad Hoc) reports. This can be used to supplement any standard reports within URGEAMS.

NOTE: if you already have access to COGNOS, you will also have access to Cognos Workspace Advanced. If you don’t have access please complete the required Cognos Access form to request access.

Logging in

Activate the Workspace Advanced report authoring tool by logging into the IBM Cognos application - https://cognos.dw.its.rochester.edu

Once logged in, users can follow one of two steps.

If logging into Cognos for the first time, users will see this start screen:

If already logged into Cognos, use the drop down menu choice (Launch > Cognos Workspace Advanced) when already logged in:
Choosing a Reporting Source

Users will then be shown a list of report packages users have either used recently, or can navigate to. In the accompanying graphic, users will see various choices. Depending on a user’s permissions, users will be able to make a selection from the list. Users may have to navigate up/down through folders to select the proper reporting package.

1. Drill down to the URGEMS Ad-Hoc reporting package by selecting the following:
   a. Select the Cognos folder, then Public Folders, then #URGEMS Ad-Hoc folder as seen in the adjacent image
   b. Next select the Packages folder

   This will take you to the complete path of:

   c. Finally, select the URGEMS Adhoc object

   **Tip:** If the user has already run an ad hoc report, look to the “Recently used packages” section for a quick link for the URGEMS Ad-Hoc folder path.

Users will now be presented with a screen to choose whether they wish to create a new report, or open an existing report.
Create a Report

To create a new report, follow these steps.

1. Choose **Create New (Report)** from the screen options seen above from the IBM Workspace screen.

**Tip:** If users uncheck the “Show this dialog in the future” option, this screen will no longer appear next time you log in, but users will still have the option to **Create new or Open existing** when in the main application window, under the “File icon” drop down menu.

After selecting to create a new report, a variety of templates will appear for the different types of reports that can be authored.

2. Select **List** format. This is a traditional looking spreadsheet style report template. Other choices such as crosstab and chart will be discussed later.

**Navigation within Workspace Advanced**

After selecting the **List** template, the template will load on screen.
**Toolbars:**
The Main Menu bar consists of the following menu and submenu choices:

<table>
<thead>
<tr>
<th>“FILE”</th>
<th>EDIT</th>
<th>VIEW</th>
<th>STRUCTURE</th>
<th>DATA</th>
<th>STYLE</th>
<th>RUN</th>
<th>TOOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Undo</td>
<td>Page Design</td>
<td>Group/Ungroup</td>
<td>Data Properties</td>
<td>Style</td>
<td>Run Report - HTML</td>
<td>Autocorrect</td>
</tr>
<tr>
<td>Open</td>
<td>Redo</td>
<td>Page Preview</td>
<td>Swap Rows/Columns</td>
<td>Filter &gt; Remove, Edit</td>
<td>Conditional Format</td>
<td>Run Report - PDF</td>
<td>Show Spec</td>
</tr>
<tr>
<td>Save</td>
<td>Cut</td>
<td>Toolbars</td>
<td>Section / Unsection</td>
<td>Suppress &gt; No Suppress, Suppress Rows, Suppress options</td>
<td>Apply Table Style</td>
<td>Run Report - Excel 2007</td>
<td>Show Specification (Selection)</td>
</tr>
<tr>
<td>Save As</td>
<td>Copy</td>
<td>Visual Aids</td>
<td>Headers / Footers</td>
<td>Sort</td>
<td></td>
<td>Run Report - Excel 2007 data</td>
<td>Open from Clipboard</td>
</tr>
<tr>
<td>PDF Page Setup</td>
<td>Copy Data</td>
<td>Preview Options</td>
<td>Pivot Table to CrossTab</td>
<td>Summarize ( \sum ) Automatic, total, Count, AVG</td>
<td></td>
<td>Run Report - Excel 2002</td>
<td>Copy to Clipboard</td>
</tr>
<tr>
<td>Report properties</td>
<td>Paste</td>
<td></td>
<td></td>
<td>Calculate &gt; + - / *</td>
<td></td>
<td>Run Report - CSV</td>
<td>Manage Shared Set References</td>
</tr>
<tr>
<td>Log On</td>
<td>Paste To</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Run Report - XML</td>
<td>Options</td>
</tr>
<tr>
<td>Log Off</td>
<td>Delete</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Run Options</td>
<td></td>
</tr>
</tbody>
</table>

The submenu toolbars have the associated icons with many of the above features. Users can tell by hovering over them which ones have what function.
Source and Toolbox Navigation Tabs:
The far right menu is broken into two navigational tabs: Source and Toolbox. The user can toggle back and forth between the Source and the Toolbox tools to use. Appendix A (at the end of this documentation) will list out all the Menu navigation choices and the icons and what they mean.

The **Source** Navigation Tab allows users to drill through the various data fields from URGEMS that users can incorporate into a report. Items that users can drag into a report are either data fields (text fields, or calculations) directly from URGEMS, or custom calculations prebuilt in IBM Cognos Workspace Advanced.

Users can expand / collapse these sections where users see the tiny triangles. To add a data field to the report body, just click on the field, hold down with the left mouse button, and drag it to the appropriate position on the reporting grid. Additionally, users can double click on a source field which will automatically add the field to the last column of the report. Hovering over a data field will trigger a tooltip to appear if one has been

For the **Toolbox** tab, there is a list of objects users can add to the report such as advanced features or functions like a URL hyperlink or a text box. There are many objects that can be added to a report which have their own set of properties to configure.

For example, tables can be used as organizers for where objects appear in a report; different graphical output objects - like List, Chart, and Crosstab – can now be shown on the same report.
Building the “My Awards” report

Begin building a simple report, based on the URGEMS data set. This report will list out the awards users have permissions to view. This report looks similar to the Workday Financials URF0313 report. Below is an example of the Ad Hoc My Awards report below:

Cognos Columns referenced to URGEMS:
Steps to create the My Awards report:

This report will show you general Award information (Award number, title PI on the Award, status, total funded and Project Begin date). This can be used as the basis for high level Award report.

- Open Cognos Workspace Advanced
- Select a List report layout
- Add fields
- Add totals and counts
- Save and Print

1. Open Workspace Advanced, either from the main menu screen or from the Launch bar. Users will then be prompted to select a data source for the report.
   a. Look either in the most recently used or navigate to the #URGEMS Ad-Hoc report package folder and select the URGEMS Ad-Hoc object.

   Tip: Look to the “Recently used packages” section for a quick link to the URGEMS Ad-Hoc folder path, if a report has already been run.

   b. Users may be prompted to “Allow Access”; choose yes.
   c. When users see the IBM Workspace Advanced window, choose Create New Report button. Users should now see the following:

2. Select the List report layout from the New window on screen. Workspace Advanced will now draw the screen for users to work within.
Adding data fields

Users can either drag & drop data from the Source navigation tab, or double-click on fields and they will append to the last column on the right. Users can drag columns around after for re-alignment if so desired.

Tip: Go to the VIEW menu and select Page Design. This will let users add fields without populating with real data, which will slow down the build time.

3. Below are the URGEMS fields to build this report.
Add each field (Double click, or Drag and Drop) to the Report Build Area of the screen using the Source navigation tab.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Source Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Agency Type</td>
<td>Non-Salary Data / Agency</td>
</tr>
<tr>
<td>b. Agency Award Number</td>
<td>Non-Salary Data / Award</td>
</tr>
<tr>
<td>c. UR Award No</td>
<td>Non-Salary Data / Award</td>
</tr>
<tr>
<td>d. Award Title</td>
<td>Non-Salary Data / Award</td>
</tr>
<tr>
<td>e. PI/Resp (Responsible)</td>
<td>Non-Salary Data / Award</td>
</tr>
<tr>
<td>f. Status</td>
<td>Non-Salary Data / Award</td>
</tr>
<tr>
<td>g. Total Funded Amount</td>
<td>Non-Salary Data / Award</td>
</tr>
<tr>
<td>h. Project Begin Date</td>
<td>Non-Salary Data / Award/Dates</td>
</tr>
</tbody>
</table>

4. Once the columns are set, group the awards based on the Agency Type.

Click on the header field of the Agency Type column, and click on the Group icon in the standard toolbar. Once this is set and View/ Page Preview is selected, the awards will line up under each award type. This will be done in step 7.

5. Next, add a total to the Total Funded Amount column to show the totals for that Agency Type.

Click on the Total Funded Amount column header and click on the Summarize icon in the standard toolbar.
By choosing “automatic summary”, the report will total Awards by Agency Type.
6. To add a count, click on the *Agency Award Number* or *UR Award No* column and in the Summarize icon choice, choose Count. A count total will be listed below. **Note:** if a data cell is blank, it will not be counted.

7. Change View to Page Preview to see the actual data for this report.

8. To add a Title to the report, double click on the “Double click to edit text” section in the page header. A Text window will appear. Type in the Report title here, then click OK.

9. Save the report for later reference.
   
   a. Select the “File” option in the Main Menu, then choose Save. Type in the name of the report and choose the folder the report should be saved in (My Reports, or Public).

10. Run and Print your report. Select Run in the Main Menu and choose the format desired (HTML, PDF, or Excel). This will launch the application with the report data. Here you can print out the report within the application chosen.

**Building the “Budget to Expenses/Encumbrance” report**

The next report to build will be a “budget to expenses/encumbrance report”. Here is a snapshot of what it will look like when completed:
The steps to build this report will be:

- Selecting the fields and arranging the layout as above.
- Create a calculated field (variance)
- Grouping FAO’s and creating automatic summaries (totals)
- Set filters
- Add conditional formatting to show where the actuals exceed the budgeted amounts

When users click and drag (or double-click and append) the fields should be arranged in the order shown in the sample.

Selecting the fields and arranging the layout

1. Go to the VIEW menu and select View /Page Design. This will let users add fields without populating with real data, which will slow down user build time. Next, select the following fields from the respective query subjects:

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Source Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. FAO year</td>
<td>FAOs/Accounts</td>
</tr>
<tr>
<td>b. Status</td>
<td>FAOs/Accounts</td>
</tr>
<tr>
<td>c. FAO</td>
<td>FAOs/Accounts</td>
</tr>
<tr>
<td>d. Description</td>
<td>Category</td>
</tr>
<tr>
<td>e. Category</td>
<td>Category</td>
</tr>
<tr>
<td>f. Budget Amt (Amount)</td>
<td>Category</td>
</tr>
<tr>
<td>g. Total Enc (Encumbered) Amt (Amount)</td>
<td>Encumbrances/Expenditures / Encumbrance</td>
</tr>
<tr>
<td>h. Exp (Expense) Total Amount</td>
<td>Encumbrances/Expenditures/ Expenses</td>
</tr>
<tr>
<td>i. Variance (to be built later)</td>
<td>A calculated field: Budget Amount –Expense Total Amount</td>
</tr>
</tbody>
</table>
Creating a calculated field
One of the fields to create is a calculated field, as it doesn’t exist as a drop down choice in the reporting package. It will be named Variance, and the calculation will be the difference between the budgeted and the expense incurred amount.

2. To create a calculated field, click on one of the report columns that will be used in the calculation, then select the Toolbox/Query Calculation icon from the list from the standard toolbar. This will start a dialog of how the calculation is to be created:

3. Rename the calculation in the upper left area within the **Name** field to **Variance**.

4. The data fields used in the calculation will come from the Available Components center tab. In this example, create a calculation for the following: **Budget Amount – Exp Total Amount**
   
   a. Select the fields in the **Available Components** area of the window by double-clicking Budget Amt, then type in a “−” sign, then double-click on the Exp Total Amount field

5. Select the OK button to automatically add the calculation column to the report.

6. Now, group the expenses by **FAO**. Click on the **FAO** column on the report page, and then go to the upper toolbar and click on the **Group/Ungroup** toolbar icon (Users could also go to the **Structure/Group Ungroup** within the Main Menu as well). This will group all lines to the same FAO. Users will see the Group icon in the report column. To ungroup, simply click again on the Group icon in the upper toolbar.
Report structure in Workspace Advanced:

<table>
<thead>
<tr>
<th>Sample Summary (Budget/Encumbered/Expensed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAO Year</td>
</tr>
<tr>
<td>&lt;FAO Year&gt;</td>
</tr>
<tr>
<td>&lt;FAO Year&gt;</td>
</tr>
</tbody>
</table>

Setting up totaling for columns
Follow these steps to set up the totaling for the various columns.

7. Click and hold down the shift key for each numerical field users wish to have a total on, and then choose from the upper menu: or in the Data/Summarize from Main Menu, then select Automatic Summary choice.
   For this example, apply totaling to the Total Enc Amt, Exp Total Amount and the Total Anticipated YTD columns.

Report structure in Workspace Advanced:

<table>
<thead>
<tr>
<th>Sample Summary (Budget/Encumbered/Expensed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAO Year</td>
</tr>
<tr>
<td>&lt;FAO Year&gt;</td>
</tr>
<tr>
<td>&lt;FAO Year&gt;</td>
</tr>
<tr>
<td>FAO Year</td>
</tr>
<tr>
<td>FAO Year</td>
</tr>
<tr>
<td>FAO Year</td>
</tr>
<tr>
<td>Overall</td>
</tr>
</tbody>
</table>

Setting up filters for restricting results
Next, the initial filters need to be set. Filters can be applied to any column. If the report is not filtered, it may take a long time to run or it will time itself out.

To set the filters:

a. Click on the FAO Year and then click on the Filter icon, and from the drop down choose Create Custom Filter (users can also edit the filter later if required).
b. Users will be presented with the following Filter Dialog box:
c. Choose *Specific values* from the Values drop down list

d. Click on the choice(s) from the left side, and then click on the green arrow in the middle to transfer to the right side with the *Selected Values* section. These will now be the valid choices that the report will execute on.

e. When users are done making filter choices, click on the OK button to apply the filter.

f. To see what filter choices have been made, click on the Filter icon again and select Edit filters to see the following:

![Filter Condition - FAO Year](image)

g. Users can edit these or remove them using either the X (to delete) or the pencil (to edit).

h. Go to the menu bar and choose View/Page Preview to view the report data.
Report structure in Workspace Advanced:

<table>
<thead>
<tr>
<th>Description</th>
<th>Category</th>
<th>Budget Amt</th>
<th>Total Enc Amt</th>
<th>Exp Total Amount</th>
<th>Total Anticipated YTD</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto-created by the system due to an associated incurrence</td>
<td>SC9500</td>
<td>$0.00</td>
<td>$932.67</td>
<td>$892.54</td>
<td>$1,945.41</td>
<td>$(592.54)</td>
</tr>
<tr>
<td>GR0667S - Summary</td>
<td></td>
<td>$0.00</td>
<td>$932.67</td>
<td>$892.54</td>
<td>$1,945.41</td>
<td>$(592.54)</td>
</tr>
</tbody>
</table>

Advanced: Conditional Filtering

The final activity for this report would be to help identify where expenses have exceeded the budgeted amounts. The idea is to apply conditional styling (which is similar to conditional formatting in Microsoft Excel).

8. To apply conditional styling to a data field, select the Variance column then click on the icon at the right end of the toolbar. A “wizard” will now appear:

![Conditional Styles](image)

a. Click on the bottom left icon (paper with a sun) to add a new conditional style; base the style on a data field, in this case Variance, then select OK.

![New Conditional Style](image)
9. Next, users will pick the coloring to appear when values appear between two numbers (in this case, “poor” is defined as happening below the breakpoint). Click on the drop-down and select POOR. Users will then be prompted for a threshold number (what is the top limit of the lower value); in this case I use negative 0.01 (-0.01), as that dividing line between Profitable and Loss.

10. Add **Variance** to the **Name** field

![Conditional Style - Numeric Range](image)

11. Select OK

**Report structure in Workspace Advanced:**

![Report structure](image)

**Support**

For technical support contact the UnivIT Help Desk for assistance.

- UnivIT: 275-2000 or email [UnivITHelp@ur.rochester.edu](mailto:UnivITHelp@ur.rochester.edu)
- URMC: 275-3200 or email [HelpDesk.ISD@URMC.rochester.edu](mailto:HelpDesk.ISD@URMC.rochester.edu)