University of Rochester

User's Guide to

URGEMS Ad- Hoc Reporting Guide
Using IBM Cognos Workspace Advanced, Version 10.2.1

Version 1.0   April, 2016

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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 URGEMS data. All fields in URGEMS will be available for use when creating custom (Ad Hoc) reports. This can be used to supplement any standard reports within URGEMS.

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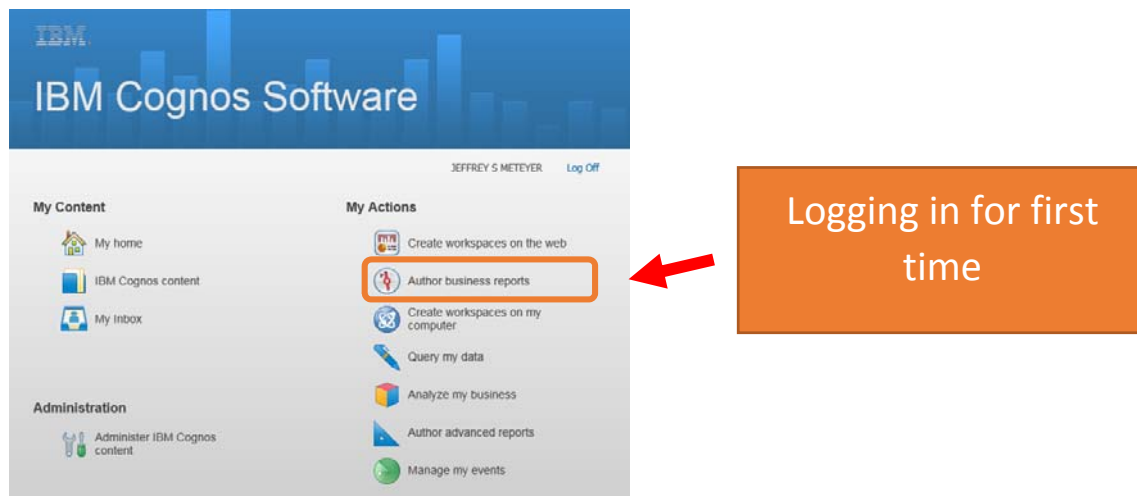
If already logged into Cognos, use the drop down menu choice (*Launch > Cognos Workspace Advanced*) when already logged in:
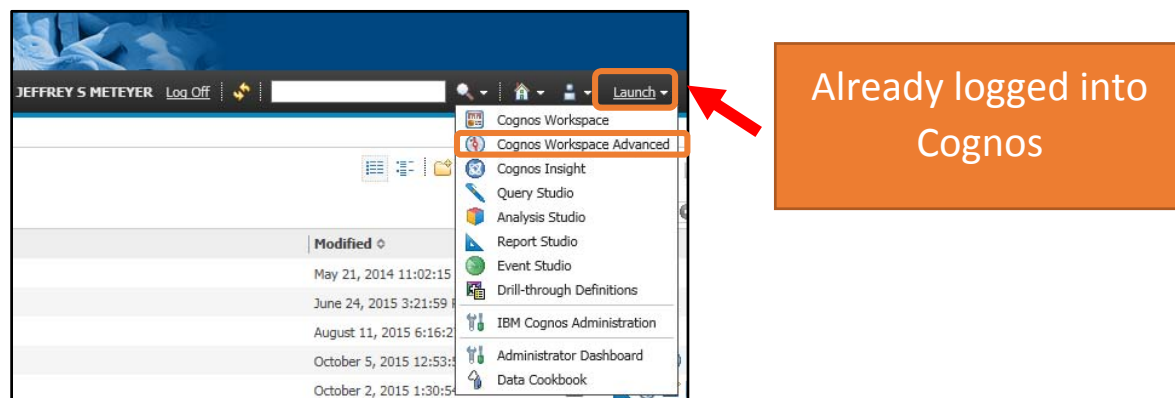
Choosing a Reporting Source

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.
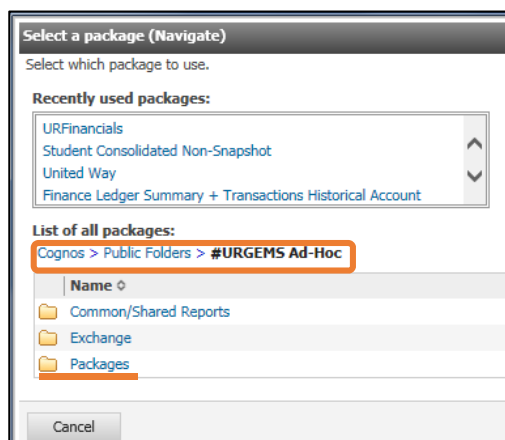
1. Drill down to the URGEMS Ad-Hoc reporting package by selecting the following:

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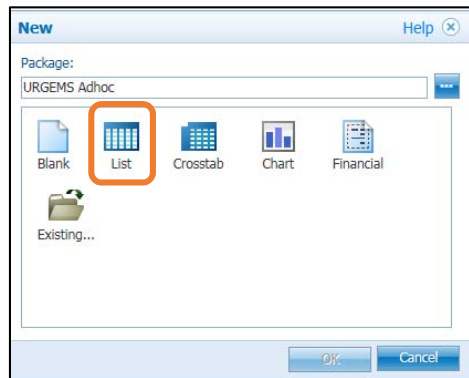
2. Select *List* format. This is a traditional looking spreadsheet style report template. Other choices such as crosstab and chart will be discussed later.

Navigation within Workspace Advanced

After selecting the **List** template, the template will load on screen.
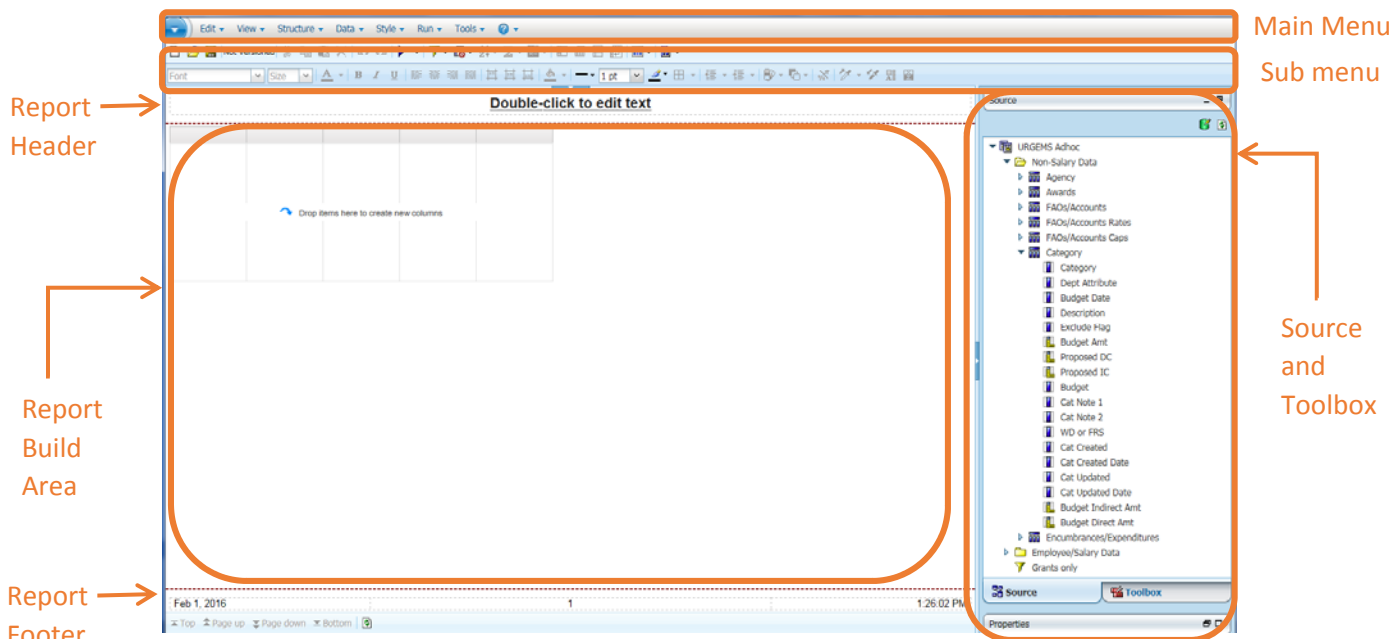
Toolbars:

The Main Menu bar consists of the following menu and submenu choices:

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

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.
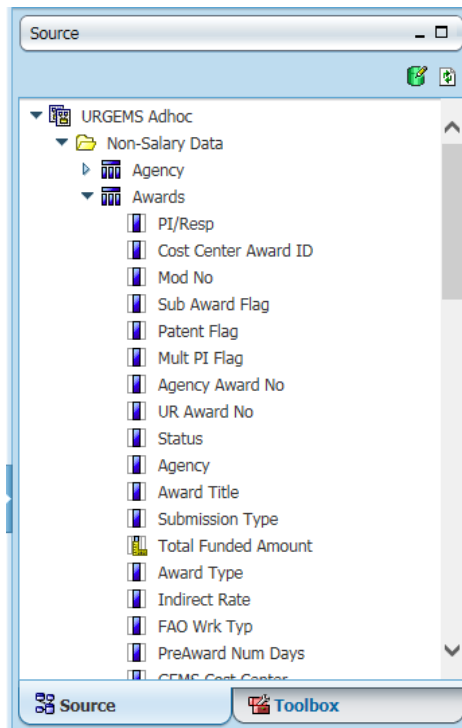
The *Source* Navigation Tab allows users to drill through the various data fields from URGEMS that users can incorporate into a report. Items that users can drag into a report are either data fields (text fields, or calculations) directly from URGEMS, or custom calculations prebuilt in IBM Cognos Workspace 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
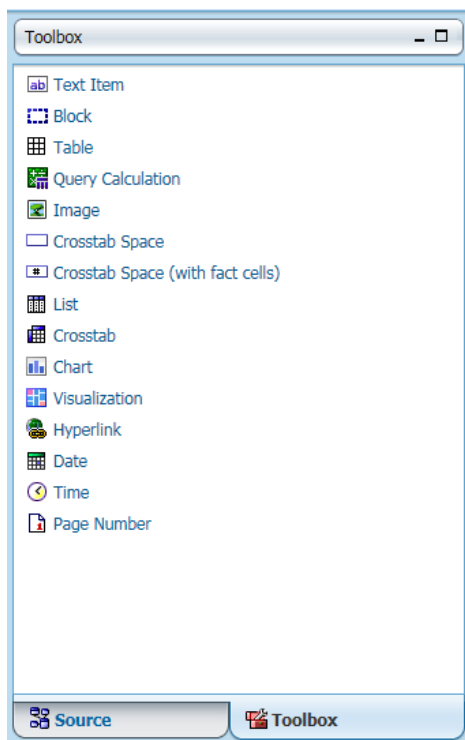
For the *Toolbox* tab, there is a list of objects users can add to the report such as advanced features or functions like a URL hyperlink or a text box. There are many objects that can be added to a report which have their own set of properties to configure.

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.
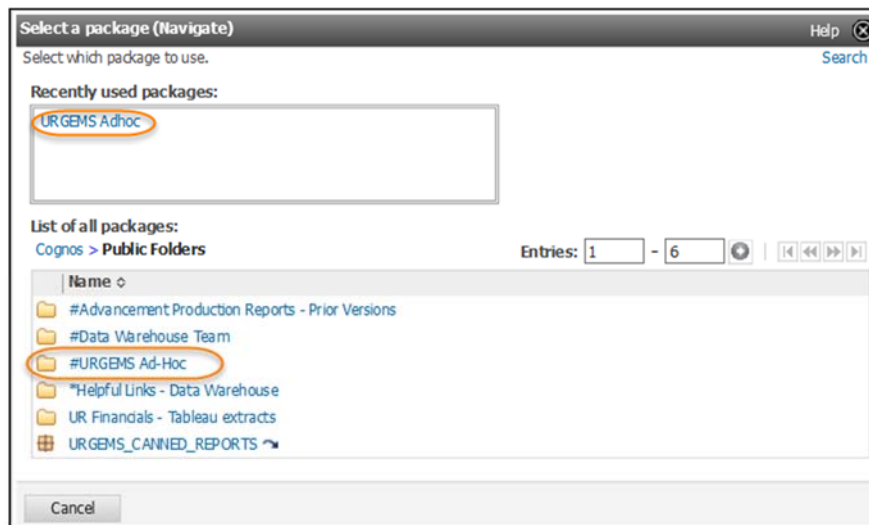
   b. Users may be prompted to "Allow Access"; choose yes.
   c. When users see the IBM Workspace Advanced window, choose Create New Report button. Users should now see the following:
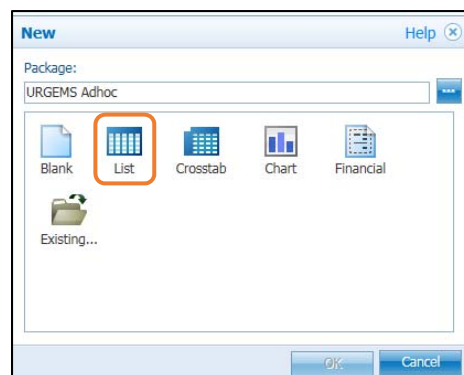
2. Select the List report layout from the *New* window on screen. Workspace Advanced will now draw the screen for users to work within.

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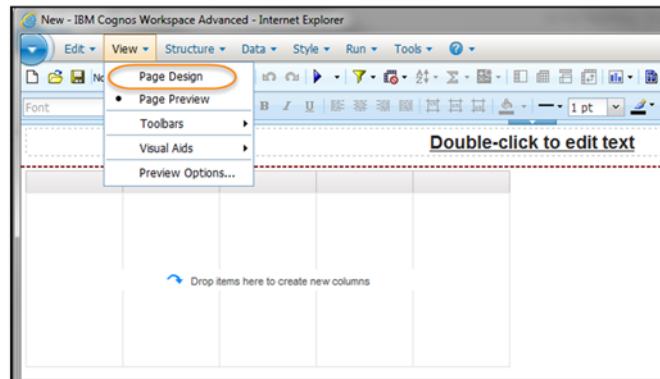
3. Below are the URGEMS fields to build this report.
   Add each field (Double click, or Drag and Drop) to the Report Build Area of the screen using the *Source* navigation tab.

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

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

Group

Click on the header field of the *Agency Type* column, and click on the Group icon ![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.

Summarize

Click on the *Total Funded Amount* column header and click on the Summarize icon ![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

Count icon [Σ] 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.

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					

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" [icon] 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:

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				
2016	Awarded		Domestic Travel	SC49750	$0.00				
2016	Awarded		Auto-created by the system due to an associated encumbrance	SC55650	$0.00	$431.25	$0.00	$431.25	($431.25)
2016	Awarded		Indirect Costs	SC57090	$40,125.02				
2016	Awarded		Salary Cap	SC57550	$0.00				
2016	Awarded		Faculty Salary	SC57600	$8,331.00				

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:

Data Field	Source Folder
a. FAO year	FAOs/Accounts
b. Status	FAOs/Accounts
c. FAO	FAOs/Accounts
d. Description	Category
e. Category	Category
f. Budget Amt (Amount)	Category
g. Total Enc (Encumbered) Amt (Amount)	Encumbrances/Expenditures / Encumbrance
h. Exp (Expense) Total Amount	Encumbrances/Expenditures/ Expenses
i. Variance (to be built later)	A calculated field: Budget Amount –Expense Total Amount

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:
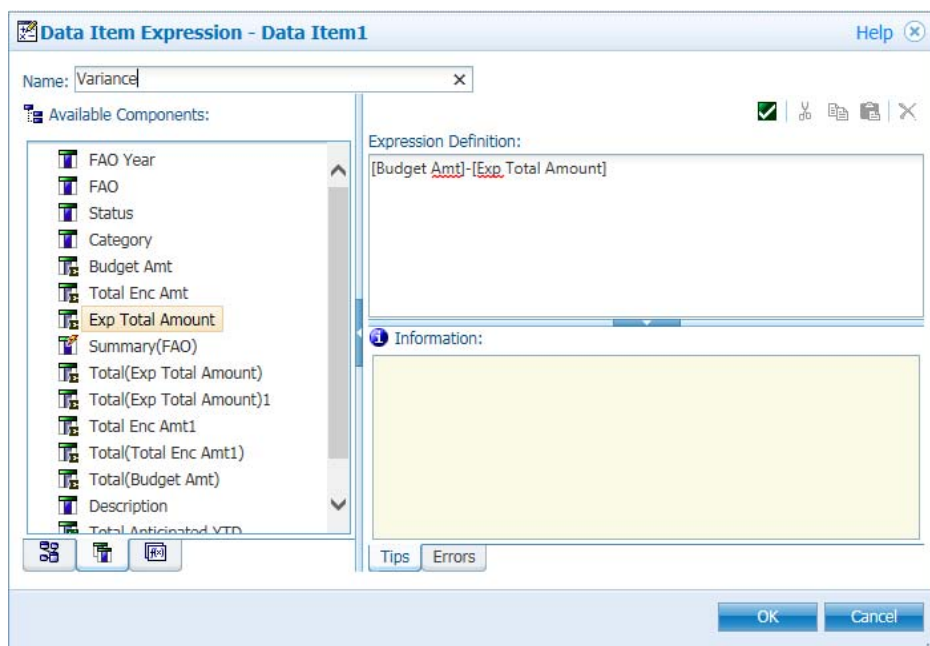

3. Rename the calculation in the upper left area within the *Name* field to **Variance**.

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:

Sample Summary (Budget/Encumbered/Expensed)									
FAO Year	Status	FAO	Description	Category	Budget Amt	Total Enc Amt1	Exp Total Amount	Total Anticipated YTD	Variance
<FAO Year>	<Status>	<FAO>	<Description>	<Category>	<Budget Amt>	<Total Enc Amt1>	<Exp Total Amount>	<Total Anticipated YTD>	<Variance>
<FAO Year>	<Status>	<FAO>	<Description>	<Category>	<Budget Amt>	<Total Enc Amt1>	<Exp Total Amount>	<Total Anticipated YTD>	<Variance>

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: Σ ▾ 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:

Sample Summary (Budget/Encumbered/Expensed)									
FAO Year	Status	FAO	Description	Category	Budget Amt	Total Enc Amt1	Exp Total Amount	Total Anticipated YTD	Variance
<FAO Year>	<Status>	<FAO>	<Description>	<Category>	<Budget Amt>	<Total Enc Amt1>	<Exp Total Amount>	<Total Anticipated YTD>	<Variance>
<FAO> - Summary					<Summary(Budget Amt)>	<Summary(Total Enc Amt1)>	<Summary(Exp Total Amount)>	<Summary(Total Anticipated YTD)>	<Summary(Variance)>
<FAO Year>	<Status>	<FAO>	<Description>	<Category>	<Budget Amt>	<Total Enc Amt1>	<Exp Total Amount>	<Total Anticipated YTD>	<Variance>
<FAO> - Summary					<Summary(Budget Amt)>	<Summary(Total Enc Amt1)>	<Summary(Exp Total Amount)>	<Summary(Total Anticipated YTD)>	<Summary(Variance)>
Overall - Summary					<Summary(Budget Amt)>	<Summary(Total Enc Amt1)>	<Summary(Exp Total Amount)>	<Summary(Total Anticipated YTD)>	<Summary(Variance)>

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 I 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:

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:

|			Sample Summary (Budget/Encumbered/Expensed)						
FAO Year	Status	FAO	Description	Category	Budget Amt	Total Enc Amt	Exp Total Amount	Total Anticipated YTD	Variance
2016	Awarded	GR506075	Auto-created by the system due to an associated encumbrance	SC59500	$0.00	$992.87	$852.54	$1,845.41	($852.54)
GR506075 - Summary					$0.00	$992.87	$852.54	$1,845.41	($852.54)

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:

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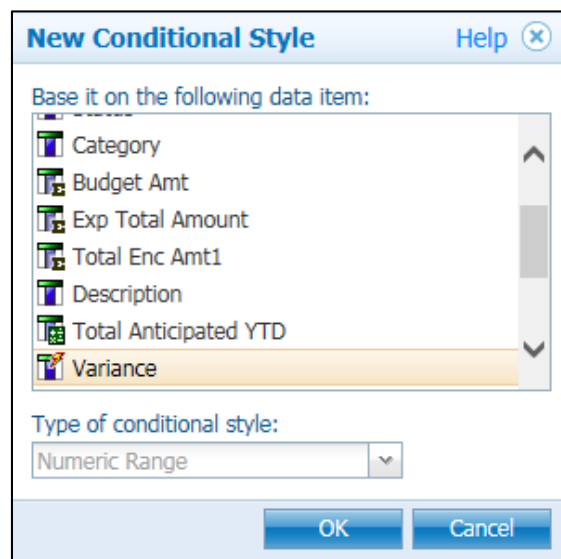
9. Next, users will pick the coloring to appear when values appear between two numbers (in this case, "poor" is defined as happening below the breakpoint). Click on the drop-down and select POOR. Users will then be prompted for a thresh hold number (what is the top limit of the lower value); in this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

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

11. Select OK

Report structure in Workspace Advanced:

2016	Awarded	GR506072	Benefits		SC46250	$50,141.00			
2016	Awarded		Radiation Safety		SC55200	$0.00	$250.00	$250.00	$500.00	($250.00)
2016	Awarded		Pilots		SC56650	$30,000.00			
2016	Awarded		Indirect Costs		SC57090	$0.00			
2016	Awarded		Faculty Salary		SC57600	$173,023.00			
2016	Awarded		Staff Salary		SC58100	$0.00			
2016	Awarded		Lab Supplies		SC59500	$36,000.00	$1,636.06	$1,236.06	$2,872.12	$34,763.94
GR506072 - Summary						$289,164.00	$1,886.06	$1,486.06	$3,372.12	$287,677.94

Support

For technical support contact the UnivIT Help Desk for assistance.

– UnivIT: 275-2000 or email UnivITHelp@ur.rochester.edu

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