

Cognos for Finance Users

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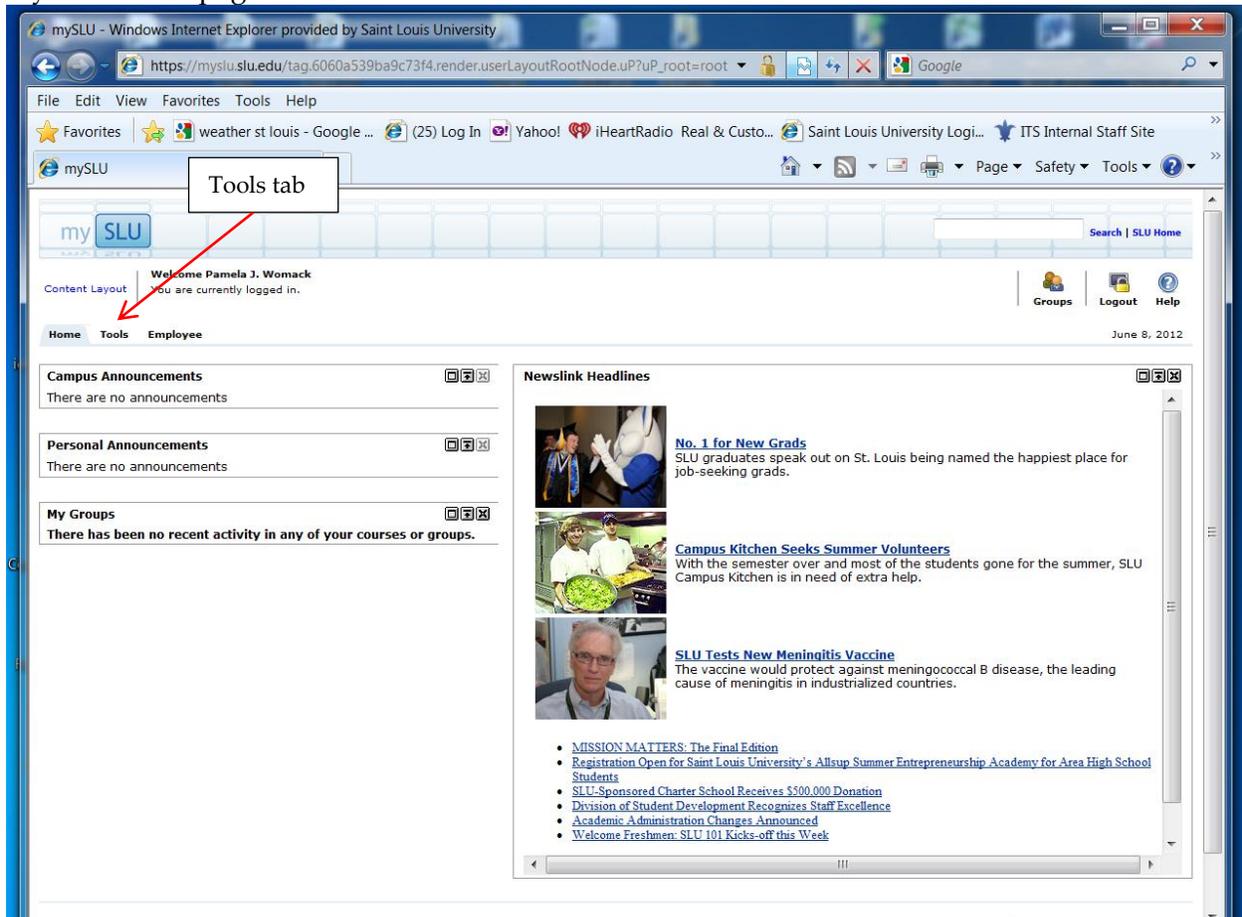
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Running Cognos Reports

1. Open Internet Explorer – the recommended browser for Cognos as stated by IBM.
2. Go to mySLU and logon.
3. From mySLU's Home page, select the Tools tab.

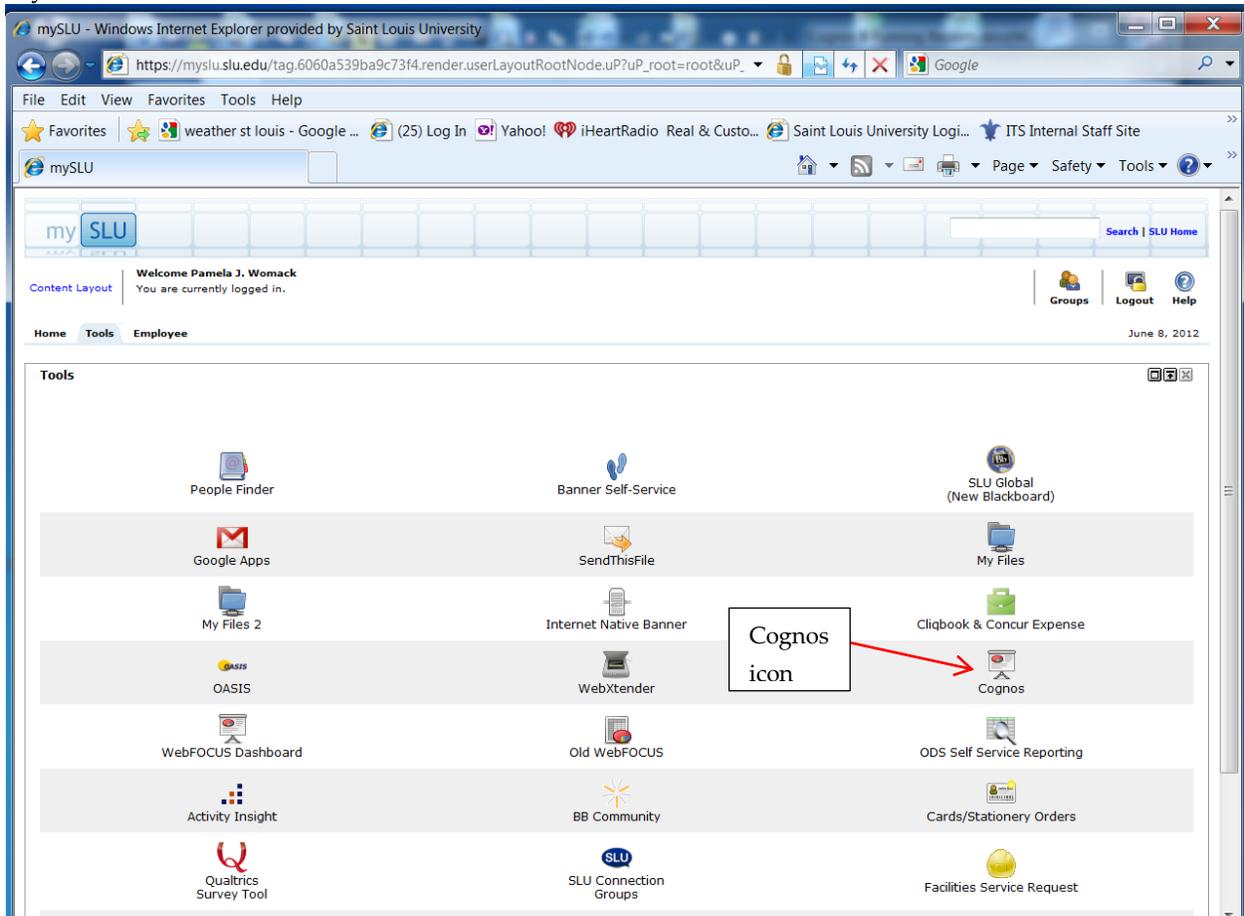
mySLU Home page:



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4. Click on the Cognos icon on the mySLU Tools tab.

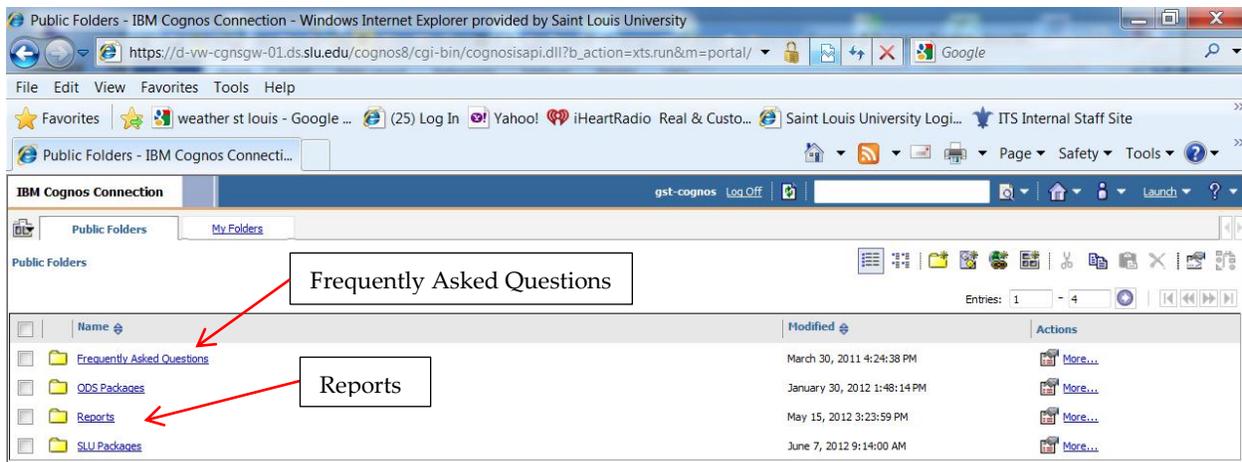
mySLU Tools tab:



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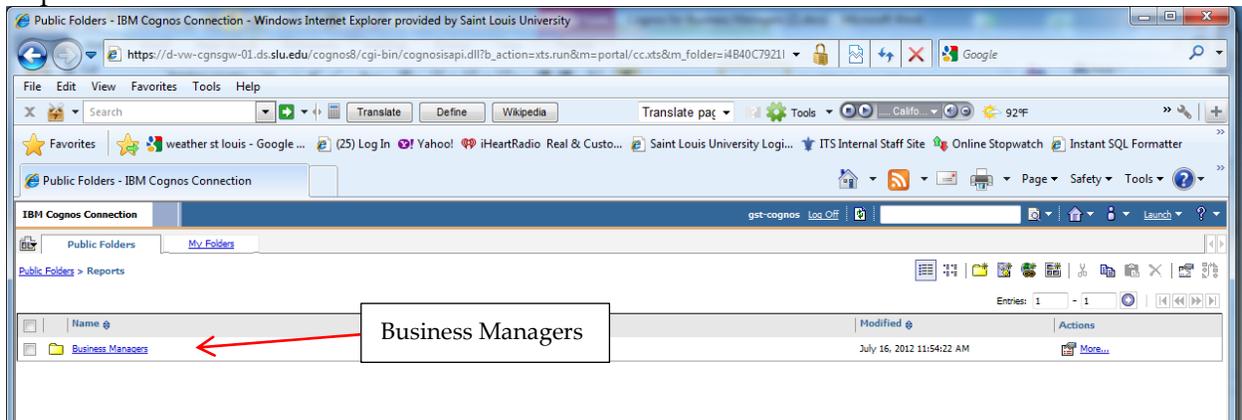
5. The IBM Cognos Connection screen should appear. Select **Reports** from the **Public Folders** tab.
 - a. This is also where you can find the **Frequently Asked Questions** folder – see the Frequently Asked Questions screen in the FAQs section of this document on page 27.
 - b. ODS Packages folder.
 - c. Reports folder.
 - d. SLU Packages folder.
 - e. If selected, the My Folders tab will have a 'No Entries' message until you create a folder or save a report to your My Folders.

Public Folders screen:



6. Click on the Reports folder.
7. On the Reports Screen, click the Business Managers subfolder.

Reports screen:



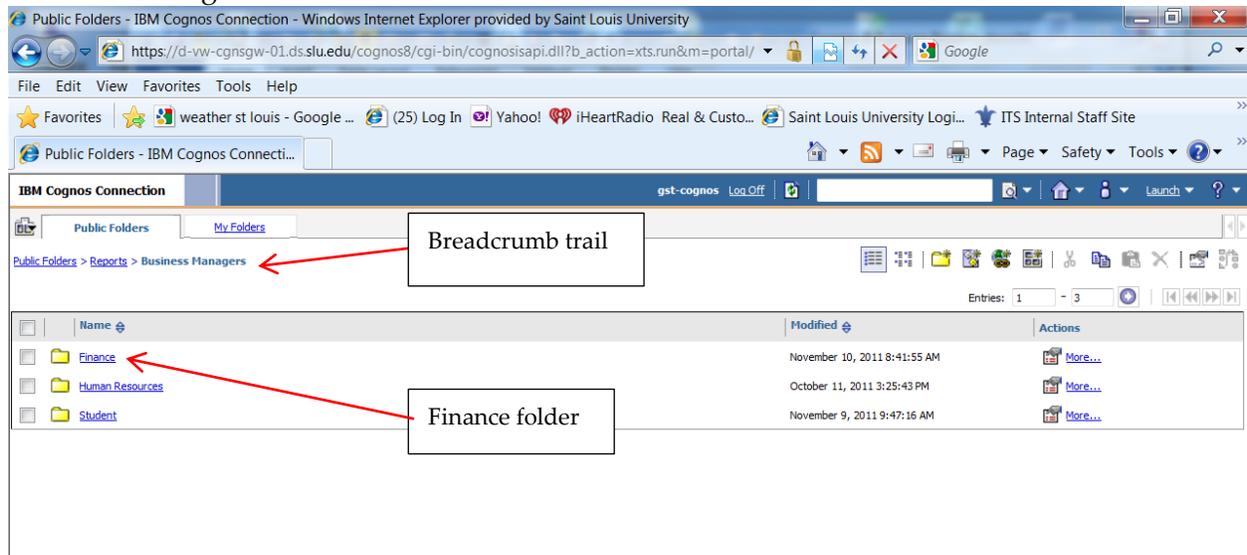
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8. You should now see the **Business Managers screen**. Please note the 'breadcrumb trail' below the Public Folders tab: Public Folders > Reports > Business Managers

Note: You can click on any section of the breadcrumb and return to that section.

9. Click on the Finance folder to see the **Finance screen**.

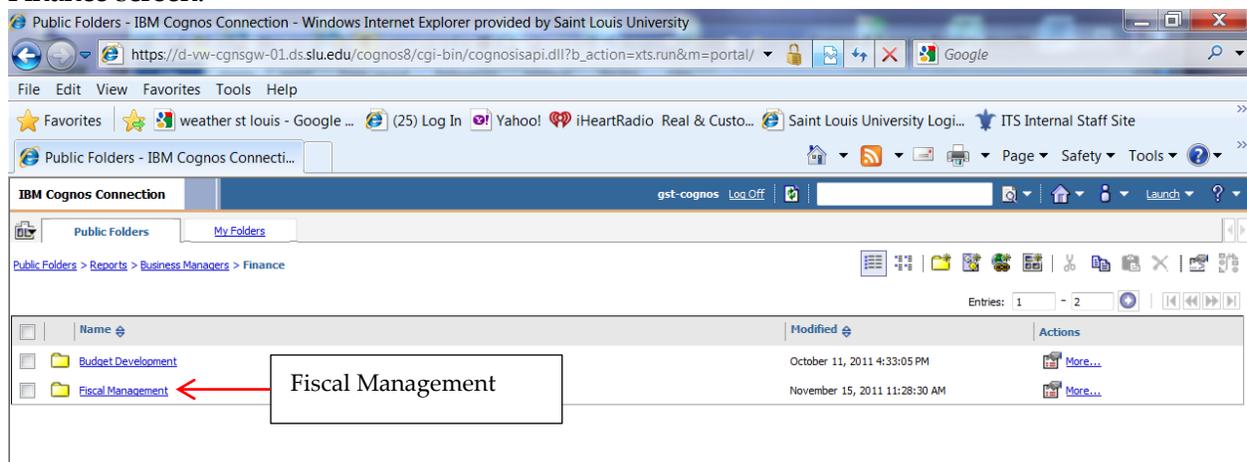
Business Managers screen:



10. The Finance screen may have 1 or 2 folders, depending on your access. The names of the folders are Budget Development and/or Fiscal Management. Budget Development will only be visible to personnel who have Budget Management access in SSB.

11. Click on the Fiscal Management folder.

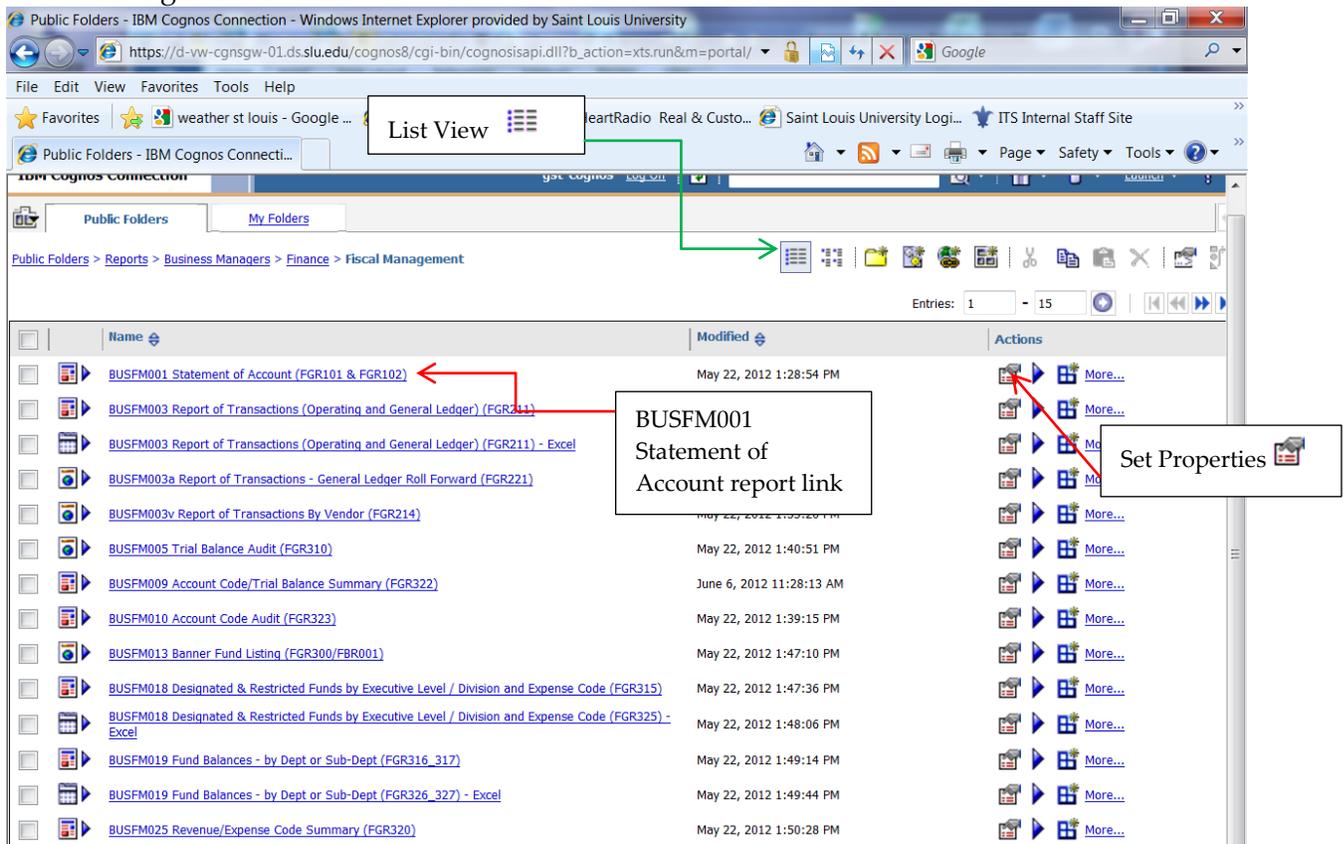
Finance screen:



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12. The Fiscal Management folder lists the available reports. Many of these reports are replacements for one or more Old WebFOCUS reports.
 - a. See Appendix A for the Old WebFOCUS to Cognos report crosswalk on page 30.
 - b. See Setting Preferences for report display guidance on page 25.
 - c. See the **Fiscal Management screen** - shown below in **List View** . To see the Fiscal Management screen in Detail View, go to page 13.

Fiscal Management screen:



Name	Modified	Actions
BUSFM001 Statement of Account (FGR101 & FGR102)	May 22, 2012 1:28:54 PM	More...
BUSFM003 Report of Transactions (Operating and General Ledger) (FGR211)		More...
BUSFM003 Report of Transactions (Operating and General Ledger) (FGR211) - Excel		More...
BUSFM003a Report of Transactions - General Ledger Roll Forward (FGR221)		More...
BUSFM003v Report of Transactions By Vendor (FGR214)		More...
BUSFM005 Trial Balance Audit (FGR310)	May 22, 2012 1:40:51 PM	More...
BUSFM009 Account Code/Trial Balance Summary (FGR322)	June 6, 2012 11:28:13 AM	More...
BUSFM010 Account Code Audit (FGR323)	May 22, 2012 1:39:15 PM	More...
BUSFM013 Banner Fund Listing (FGR300/FBR001)	May 22, 2012 1:47:10 PM	More...
BUSFM018 Designated & Restricted Funds by Executive Level / Division and Expense Code (FGR315)	May 22, 2012 1:47:36 PM	More...
BUSFM018 Designated & Restricted Funds by Executive Level / Division and Expense Code (FGR325) - Excel	May 22, 2012 1:48:06 PM	More...
BUSFM019 Fund Balances - by Dept or Sub-Dept (FGR316_317)	May 22, 2012 1:49:14 PM	More...
BUSFM019 Fund Balances - by Dept or Sub-Dept (FGR326_327) - Excel	May 22, 2012 1:49:44 PM	More...
BUSFM025 Revenue/Expense Code Summary (FGR320)	May 22, 2012 1:50:28 PM	More...

13. On the List View screen, click on the report named **BUSFM001 Statement of Account (FGR101 & FGR102)**. Clicking on the report name will cause the report to run. Most reports will prompt you for input parameters which will limit the data appearing on the report. If prompted, select the required and/or optional parameters.
 - a. Fiscal Year and Fiscal Period are examples of required parameters. A required parameter will contain the red dashed line under the input area. If you neglect to choose a required parameter the Run Report button will not be active.
 - b. Optional parameters include a single fund and/or account.

See the **Prompt Page screen** to view all the parameters available for this report.

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Prompt Page screen:

Financial Reporting System
BUSFM001 Statement of Account (FGR101 & FGR102)

Required Parameters

Chart of Accounts: Saint Louis University
 Fiscal Year: Fiscal Year
 Fiscal Period: Fiscal Period
 Fund Status: Active & Inactive
 Report Type: Standard View (selected), with Activity Code Column

Fund Ownership - Complete appropriate fields to customize report by Fund Ownership.

Single Fund (Optional):
 Single Account (Optional):
 Executive (Optional): E01 - Business & Finance-Gen U G/L, E10 - President, E15 - VP-General Counsel, E20 - VP-University Advancement
 Division (Optional): S01 - CEPS-Social Work, S02 - Arts and Sciences, S03 - Cook School of Business, S04 - Graduate School

Fund Ranges (Optional):
 From: Lowest value (selected), Highest value
 To: Lowest value (selected), Highest value
 Choices: []

Account Ranges (Optional):
 From: Lowest value (selected), Highest value
 To: Lowest value (selected), Highest value
 Choices: []

Prompt Page screen continued:

Department (Optional): D002 - Telephone Services, D004 - Student Financial Services, D005 - President's Office, D006 - Admin. Social Work
 Sub-Dept (Optional): Z101 - GME-Administration, Z102 - GME-Rsdt Anesthesiology, Z103 - GME-Rsdt CM Family Practice, Z104 - GME-Rsdt CM Occupational

Additional Parameters

Fund Group (Optional): 71 - Property, Plant, & Equipment, 81 - SLUCare, 82 - CADE Clinical, 91 - Agency

Run Report **Exit**

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14. After choosing the desired parameters, click the Run Report button at the bottom of the prompt page. To return to the Fiscal Management screen without running the report, click the Exit button.

15. After clicking Run Report, a report will render that looks similar to the **Sample Excel Report screen** below.

Close button

Sample Excel Report screen:

Microsoft Excel

Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing

A2 FMR001 Statement of Account (FGR101 & FGR102)

200000_093011.xlsx [Protected View]

Saint Louis University									
FMR001 Statement of Account (FGR101 & FGR102)									
Chart of Accounts: Saint Louis University									
Fiscal Year 2012; Fiscal Period 03 - September; Period End Date September-30-2011									
For Fund 200000									
Fund Status: Active & Inactive									
To: Heimburger, David				Exec E50		Div S46		Fund 200000	
Designated Fund									
Account	Description	Revised Budget	Actual Current Month	Actual Fiscal Year	Commitments	YTD Actual & Commitments	Budget Variance	% Used	
10	Beginning Fund Balance			4,774.50		4,774.50			
Revenues and Additions									
14	503700 Gifts	3,000.00	50.00	150.00	.00	150.00	-2,850.00	5	
15	Revenues	3,000.00	50.00	150.00	.00	150.00	-2,850.00	5	
Expenditures and Deductions									
19	721100 Dues & Memberships	.00	.00	965.16	.00	965.16	-965.16	0	
20	736100 Business Meal/Entertain (w/guest)	1,000.00	.00	.00	.00	.00	1,000.00	0	
21	739100 US50 Airfare	1,640.00	.00	.00	.00	.00	1,640.00	0	
22	General Expenses	2,640.00	.00	965.16	.00	965.16	1,674.84	37	
23	887016 Trff/Ded Overhead Assess	360.00	6.00	18.00	.00	18.00	342.00	5	
24	Transfers	360.00	6.00	18.00	.00	18.00	342.00	5	
25	Total Expenses	3,000.00	6.00	983.16	.00	983.16	2,016.84	33	
26	Net	.00	44.00	-833.16	.00	-833.16	-833.16	0	
27	Ending Fund Balance			3,941.34		3,941.34			
28	Run Date: Oct 11, 2011			Page 1			Run Time: 6:01:25 PM		

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The Cognos Connection

In this section, we will review various features available to users in Cognos. You will need to be on the Fiscal Management screen. See previous example on page 7.

To return to the Fiscal Management screen (see the **Return screen example** below):

- If you ran the report in HTML or PDF format, click on the Return icon , or the Back button .
- If you used an Excel format, click on the red Close button  on the Excel page.

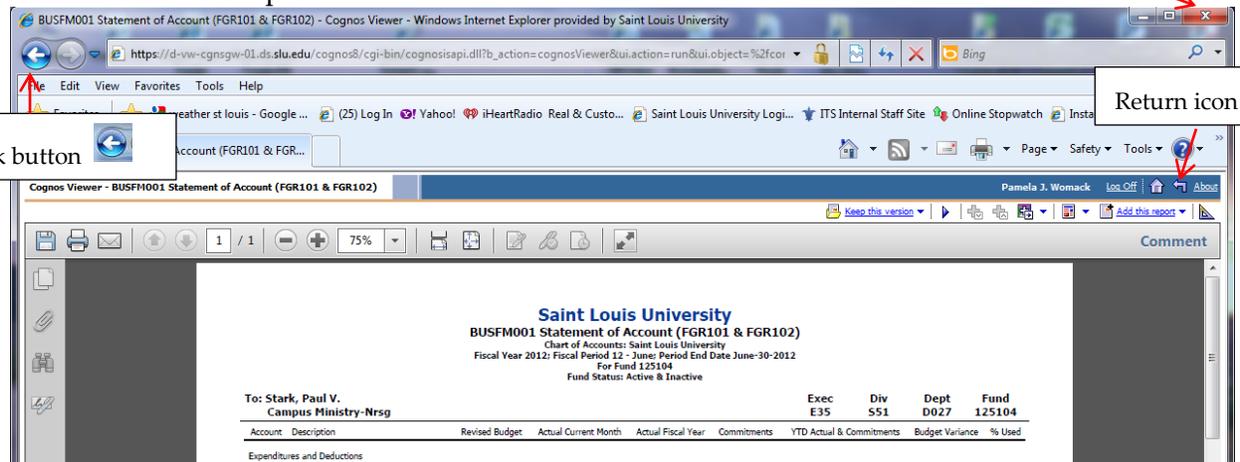
Note: **Do not** use the red Close button while on a Cognos screen. You will exit Cognos.

Return screen example.

Close button

Return icon

Back button



My Folders discussion:

When you return to the Fiscal Management screen, you should see two tabs: Public Folders and My Folders. You will be in the Public Folders area. The My Folders area is the location you will use to save reports.

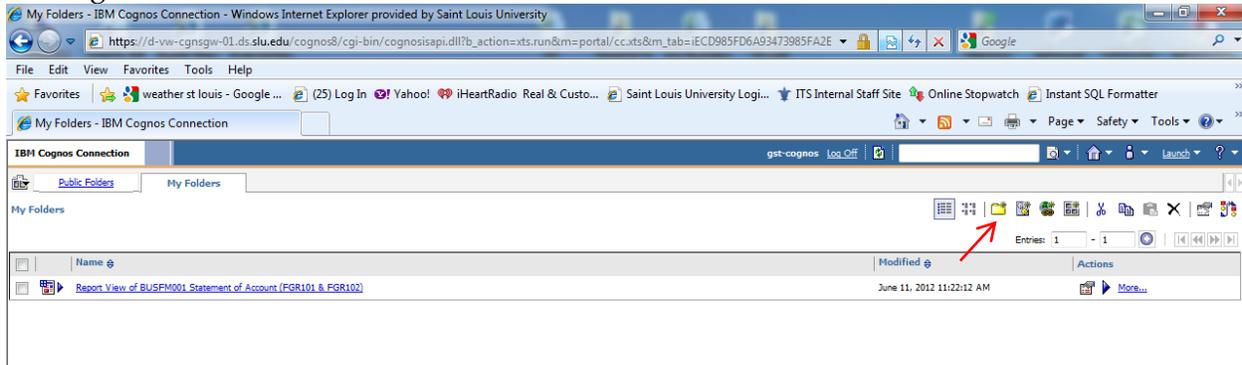
Discussion of the My Folders area will follow.

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Adding a folder to your My Folder tab.

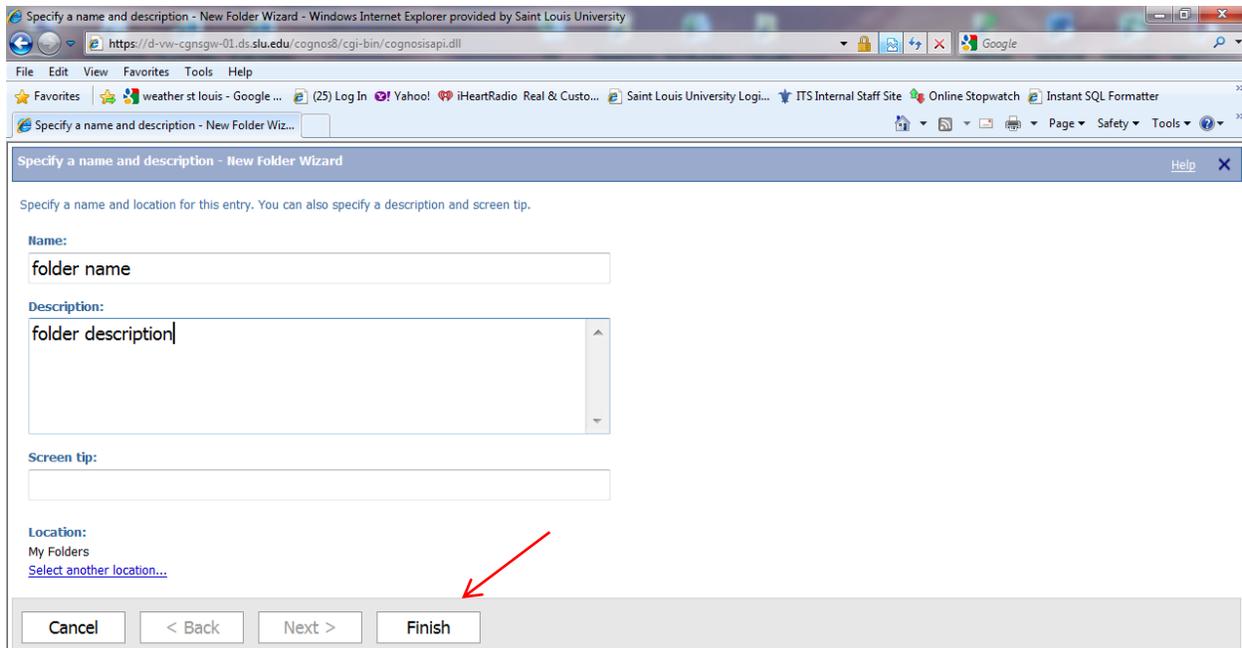
1. Click on the folder icon:  - see Adding a Folder screen below.

Adding a Folder screen:



2. Type the folder name and description in the appropriate boxes. See the New Folder Wizard screen below.
3. Click on Finish.

New Folder Wizard screen:



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Your new folder:

The screenshot shows the IBM Cognos Connection interface in a web browser. The browser address bar displays the URL: https://d-vw-cgmsgw-01.ds.slu.edu/cognos8/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&rm_folder=iECD985FD6A93473985FA. The interface includes a navigation bar with 'Public Folders' and 'My Folders' tabs. Below the navigation bar, there is a table listing folders and reports. A red arrow points to the folder named 'folder name'.

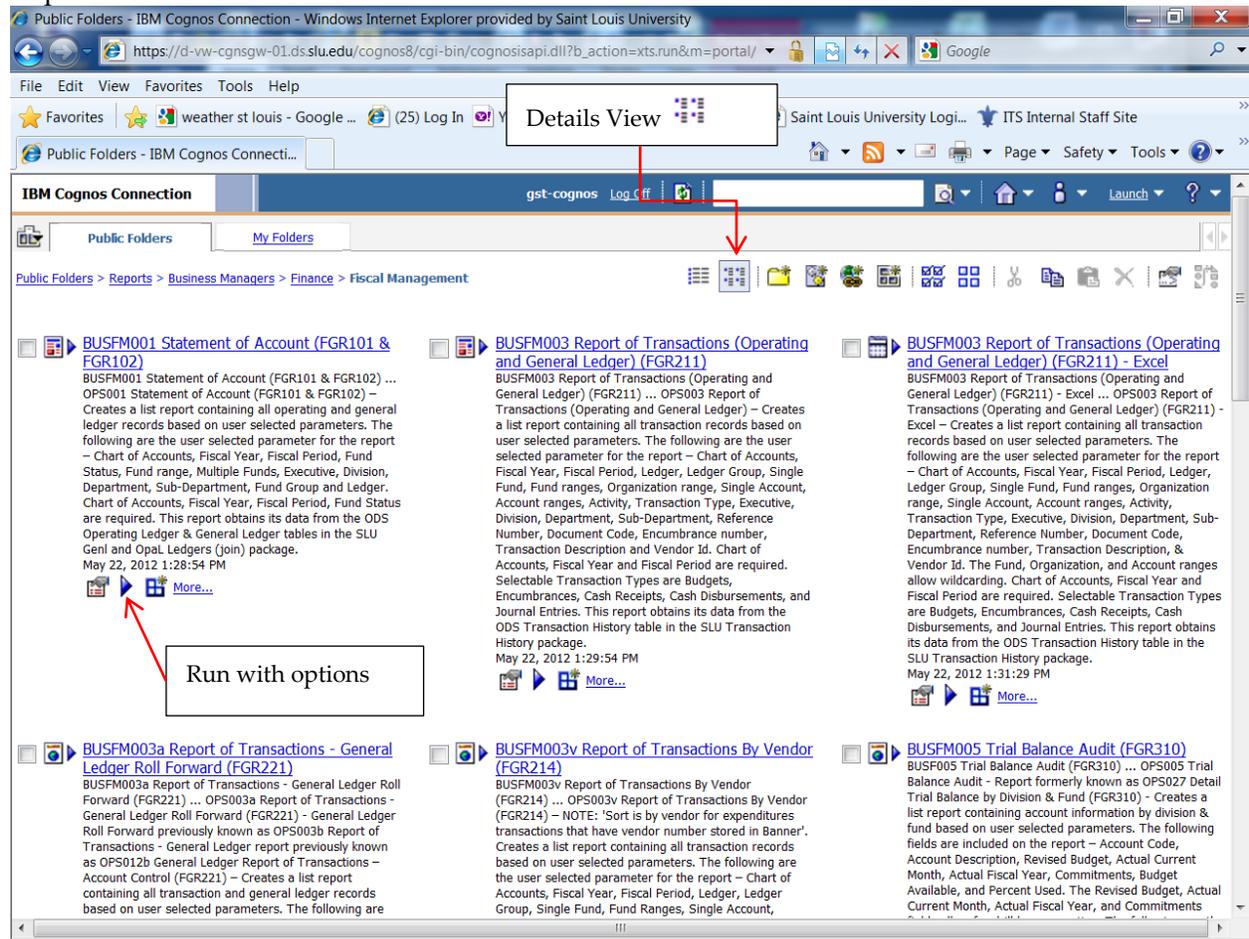
Name	Modified	Actions
folder name	June 11, 2012 3:20:59 PM	More...
Report View of BUSFM001 Statement of Account (FGR101 & FGR102)	June 11, 2012 11:22:12 AM	More...

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Report Details View

1. Click on the Details View icon  (toward the upper center of the screen across from the breadcrumbs), which will display a brief description of each report in the Fiscal Management subfolder. We have included the Old WebFOCUS report name, where applicable, in the name and description of the report. You can also run the report from this view by clicking on the report name **OR** by clicking on the Run with Options Icon:  which we will discuss later.

Report Details View screen:



Public Folders > Reports > Business Managers > Finance > Fiscal Management

BUSFM001 Statement of Account (FGR101 & FGR102)
BUSFM001 Statement of Account (FGR101 & FGR102) ... OPS001 Statement of Account (FGR101 & FGR102) – Creates a list report containing all operating and general ledger records based on user selected parameters. The following are the user selected parameter for the report – Chart of Accounts, Fiscal Year, Fiscal Period, Fund Status, Fund range, Multiple Funds, Executive, Division, Department, Sub-Department, Fund Group and Ledger. Chart of Accounts, Fiscal Year, Fiscal Period, Fund Status are required. This report obtains its data from the ODS Operating Ledger & General Ledger tables in the SLU Genl and Opal Ledgers (Join) package.
May 22, 2012 1:28:54 PM
  More...

BUSFM003 Report of Transactions (Operating and General Ledger) (FGR211)
BUSFM003 Report of Transactions (Operating and General Ledger) (FGR211) ... OPS003 Report of Transactions (Operating and General Ledger) – Creates a list report containing all transaction records based on user selected parameters. The following are the user selected parameter for the report – Chart of Accounts, Fiscal Year, Fiscal Period, Ledger, Ledger Group, Single Fund, Fund ranges, Organization range, Single Account, Account ranges, Activity, Transaction Type, Executive, Division, Department, Sub-Department, Reference Number, Document Code, Encumbrance number, Transaction Description and Vendor Id. Chart of Accounts, Fiscal Year and Fiscal Period are required. Selectable Transaction Types are Budgets, Encumbrances, Cash Receipts, Cash Disbursements, and Journal Entries. This report obtains its data from the ODS Transaction History table in the SLU Transaction History package.
May 22, 2012 1:29:54 PM
  More...

BUSFM003 Report of Transactions (Operating and General Ledger) (FGR211) - Excel
BUSFM003 Report of Transactions (Operating and General Ledger) (FGR211) - Excel ... OPS003 Report of Transactions (Operating and General Ledger) (FGR211) - Excel – Creates a list report containing all transaction records based on user selected parameters. The following are the user selected parameter for the report – Chart of Accounts, Fiscal Year, Fiscal Period, Ledger, Ledger Group, Single Fund, Fund ranges, Organization range, Single Account, Account ranges, Activity, Transaction Type, Executive, Division, Department, Sub-Department, Reference Number, Document Code, Encumbrance number, Transaction Description, & Vendor Id. The Fund, Organization, and Account ranges allow wildcarding. Chart of Accounts, Fiscal Year and Fiscal Period are required. Selectable Transaction Types are Budgets, Encumbrances, Cash Receipts, Cash Disbursements, and Journal Entries. This report obtains its data from the ODS Transaction History table in the SLU Transaction History package.
May 22, 2012 1:31:29 PM
  More...

BUSFM003a Report of Transactions - General Ledger Roll Forward (FGR221)
BUSFM003a Report of Transactions - General Ledger Roll Forward (FGR221) ... OPS003a Report of Transactions - General Ledger Roll Forward (FGR221) - General Ledger Roll Forward previously known as OPS003b Report of Transactions - General Ledger report previously known as OPS012b General Ledger Report of Transactions – Account Control (FGR221) – Creates a list report containing all transaction and general ledger records based on user selected parameters. The following are

BUSFM003v Report of Transactions By Vendor (FGR214)
BUSFM003v Report of Transactions By Vendor (FGR214) ... OPS003v Report of Transactions By Vendor (FGR214) – NOTE: 'Sort is by vendor for expenditures transactions that have vendor number stored in Banner'. Creates a list report containing all transaction records based on user selected parameters. The following are the user selected parameter for the report – Chart of Accounts, Fiscal Year, Fiscal Period, Ledger, Ledger Group, Single Fund, Fund Ranges, Single Account,

BUSFM005 Trial Balance Audit (FGR310)
BUSFM005 Trial Balance Audit (FGR310) ... OPS005 Trial Balance Audit - Report formerly known as OPS027 Detail Trial Balance by Division & Fund (FGR310) - Creates a list report containing account information by division & fund based on user selected parameters. The following fields are included on the report – Account Code, Account Description, Revised Budget, Actual Current Month, Actual Fiscal Year, Commitments, Budget Available, and Percent Used. The Revised Budget, Actual Current Month, Actual Fiscal Year, and Commitments

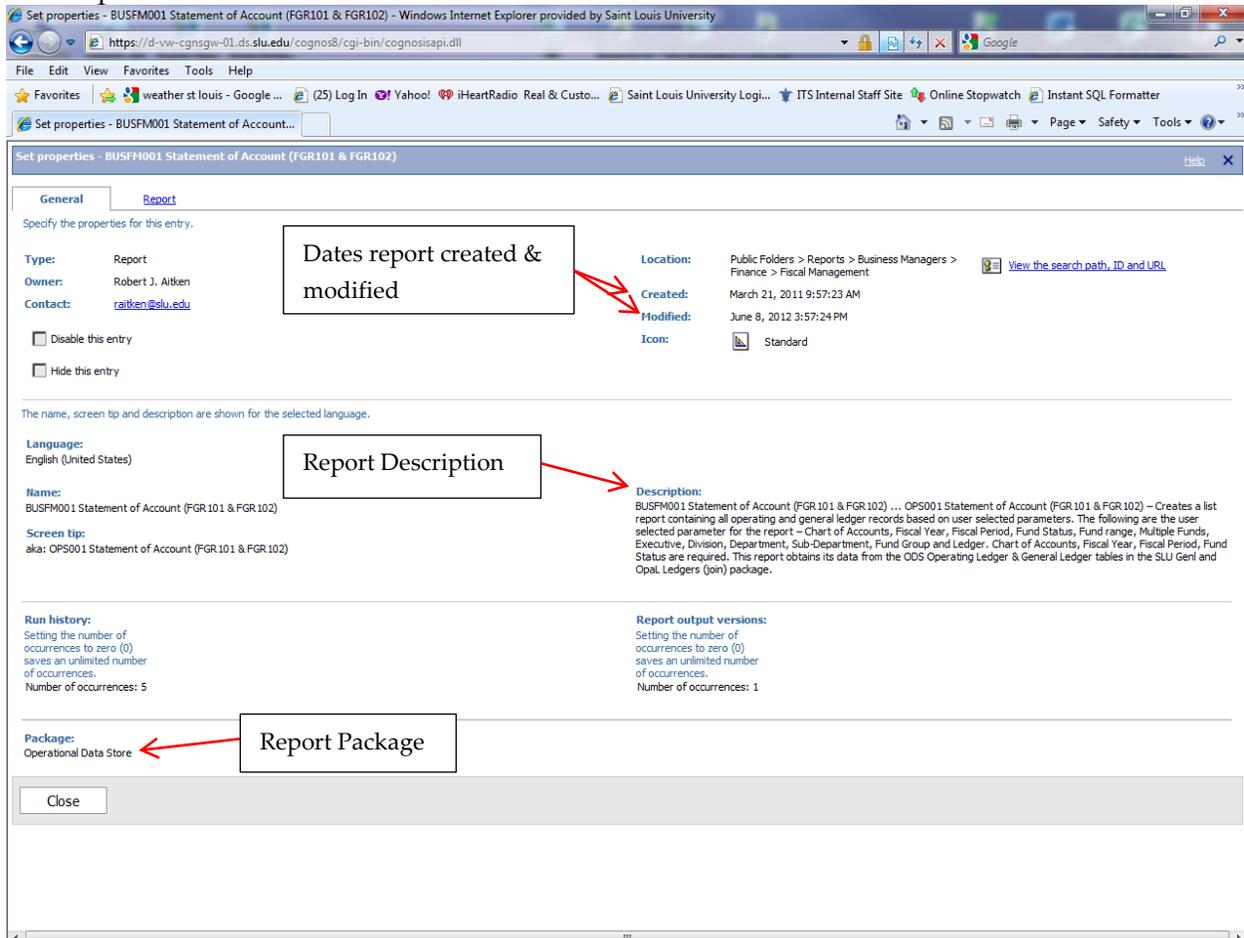
2. Click on the List View icon  (to the left of the Details View icon) to return to List View.

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Set Properties Screens

1. The Set properties icon  (located under the Actions column on the List View of the Fiscal Management screen) will display two tabs, General and Report, which allow you to view additional report information.
 - a. The General tab will have general report information. See the **Set Properties screen – General tab** below, to view an example.

Set Properties screen – General tab:



Set properties - BUSFM001 Statement of Account (FGR101 & FGR102) - Windows Internet Explorer provided by Saint Louis University

https://d-vw-cgnsqw-01.ds.slu.edu/cognos8/cgi-bin/cognosisapi.dll

File Edit View Favorites Tools Help

Set properties - BUSFM001 Statement of Account...

Set properties - BUSFM001 Statement of Account (FGR101 & FGR102)

General Report

Specify the properties for this entry.

Dates report created & modified

Type: Report
Owner: Robert J. Aitken
Contact: raitken@slu.edu

Disable this entry
 Hide this entry

Location: Public Folders > Reports > Business Managers > Finance > Fiscal Management
Created: March 21, 2011 9:57:23 AM
Modified: June 8, 2012 3:57:24 PM
Icon: Standard

The name, screen tip and description are shown for the selected language.

Language: English (United States)

Report Description

Name: BUSFM001 Statement of Account (FGR.101 & FGR.102)
Screen tip: aka: OPS001 Statement of Account (FGR.101 & FGR.102)

Description: BUSFM001 Statement of Account (FGR.101 & FGR.102) ... OPS001 Statement of Account (FGR.101 & FGR.102) - Creates a list report containing all operating and general ledger records based on user selected parameters. The following are the user selected parameter for the report - Chart of Accounts, Fiscal Year, Fiscal Period, Fund Status, Fund range, Multiple Funds, Executive, Division, Department, Sub-Department, Fund Group and Ledger. Chart of Accounts, Fiscal Year, Fiscal Period, Fund Status are required. This report obtains its data from the ODS Operating Ledger & General Ledger tables in the SLU Genl and Opal Ledgers (join) package.

Run history: Setting the number of occurrences to zero (0) saves an unlimited number of occurrences. Number of occurrences: 5

Report output versions: Setting the number of occurrences to zero (0) saves an unlimited number of occurrences. Number of occurrences: 1

Report Package

Package: Operational Data Store

Close

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- b. The Report tab of the Set Properties screen is used by the report developers to set various default options. See the **Set Properties – Report tab** below, to view an example.

Set Properties screen – Report tab:

The screenshot shows the 'Set Properties - BUSFM001 Statement of Account (FGR101 & FGR102)' window in Internet Explorer. The 'Report' tab is active. The page contains several sections of settings:

- Default actions:** View most recent report.
- Report options:** Includes a checkbox for 'Override the default values' (unchecked), 'Format: PDF', and 'Language: English (United States)'.
- PDF options:** No options saved.
- Prompt values:** Includes a checkbox for 'Prompt for values' (checked).
- Run as the owner:** Includes a checkbox for 'Robert J. Aikken' (unchecked).
- Advanced options:** Includes 'Number of rows per Web page in HTML reports: 20', and checkboxes for 'Enable selection-based interactivity in HTML reports' (checked), 'Enable alerts about new versions' (checked), 'Enable enhanced user features in saved output versions' (unchecked), and 'Enable comments in saved output versions' (unchecked).
- Report cache:** Includes a checkbox for 'Refresh the report cache' (unchecked).

Callouts with red arrows point to the following elements:

- 'X' to return to previous page (pointing to the 'X' icon in the top right corner).
- Default actions (pointing to the 'Default actions' section).
- Report Options - Format (pointing to the 'Report options' section).
- Prompt for values (pointing to the 'Prompt for values' section).
- Advanced Options (pointing to the 'Advanced options' section).
- Close button (pointing to the 'Close' button at the bottom left).

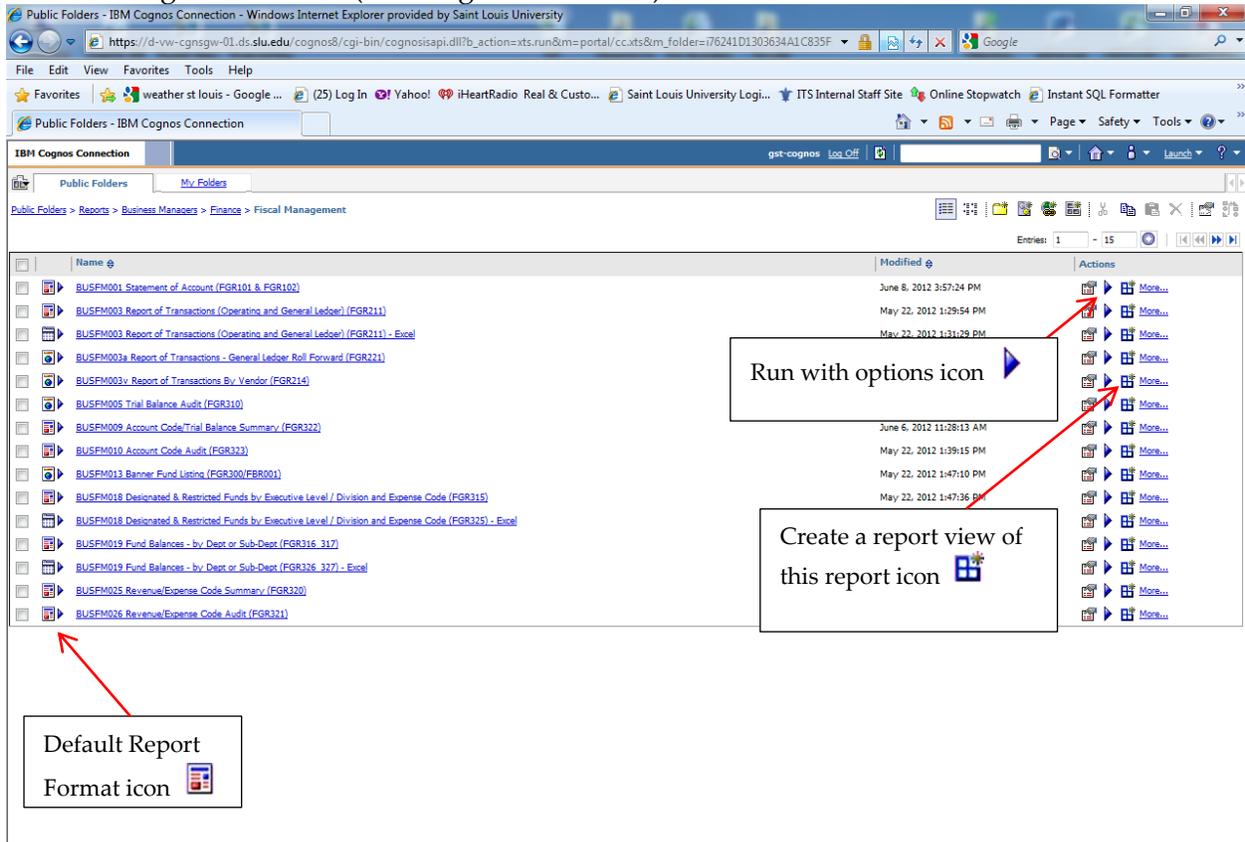
Click on the 'X' next to Help in the upper right corner, or click on the Close button near the bottom of the page, to return to the Fiscal Management screen.

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Alternate Ways to Run Cognos Reports

1. Proceed to the Fiscal Management breadcrumb if you are not already there. Under the Actions, column there is a Run with options icon: . See the **Fiscal Management screen** below.

Fiscal Management screen (showing various icons):



Public Folders - IBM Cognos Connection - Windows Internet Explorer provided by Saint Louis University

https://d-vw-cgnsqw-01.ds.slu.edu/cognos8/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/ccxts&tm_folder=i76241D1303634A1C835F

Public Folders - IBM Cognos Connection

Public Folders > Reports > Business Managers > Finance > Fiscal Management

Name	Modified	Actions
BUSPM001 Statement of Account (FGR101 & FGR102)	June 8, 2012 3:57:24 PM	 More...
BUSPM003 Report of Transactions (Operating and General Ledger) (FGR211)	May 22, 2012 1:29:54 PM	 More...
BUSPM003 Report of Transactions (Operating and General Ledger) (FGR211) - Excel	May 22, 2012 1:31:29 PM	 More...
BUSPM003a Report of Transactions - General Ledger Roll Forward (FGR221)		 More...
BUSPM003v Report of Transactions By Vendor (FGR214)		 More...
BUSPM005 Trial Balance Audit (FGR310)		 More...
BUSPM009 Account Code/Trial Balance Summary (FGR322)	June 6, 2012 11:28:13 AM	 More...
BUSPM010 Account Code Audit (FGR323)	May 22, 2012 1:39:15 PM	 More...
BUSPM013 Banner Fund Listing (FGR300/FBR001)	May 22, 2012 1:47:10 PM	 More...
BUSPM018 Designated & Restricted Funds by Executive Level / Division and Expense Code (FGR315)	May 22, 2012 1:47:36 PM	 More...
BUSPM018 Designated & Restricted Funds by Executive Level / Division and Expense Code (FGR325) - Excel		 More...
BUSPM019 Fund Balances - by Dept or Sub-Dept (FGR316 317)		 More...
BUSPM019 Fund Balances - by Dept or Sub-Dept (FGR326 327) - Excel		 More...
BUSPM025 Revenue/Expense Code Summary (FGR320)		 More...
BUSPM026 Revenue/Expense Code Audit (FGR321)		 More...

Run with options icon 

Create a report view of this report icon 

Default Report Format icon 

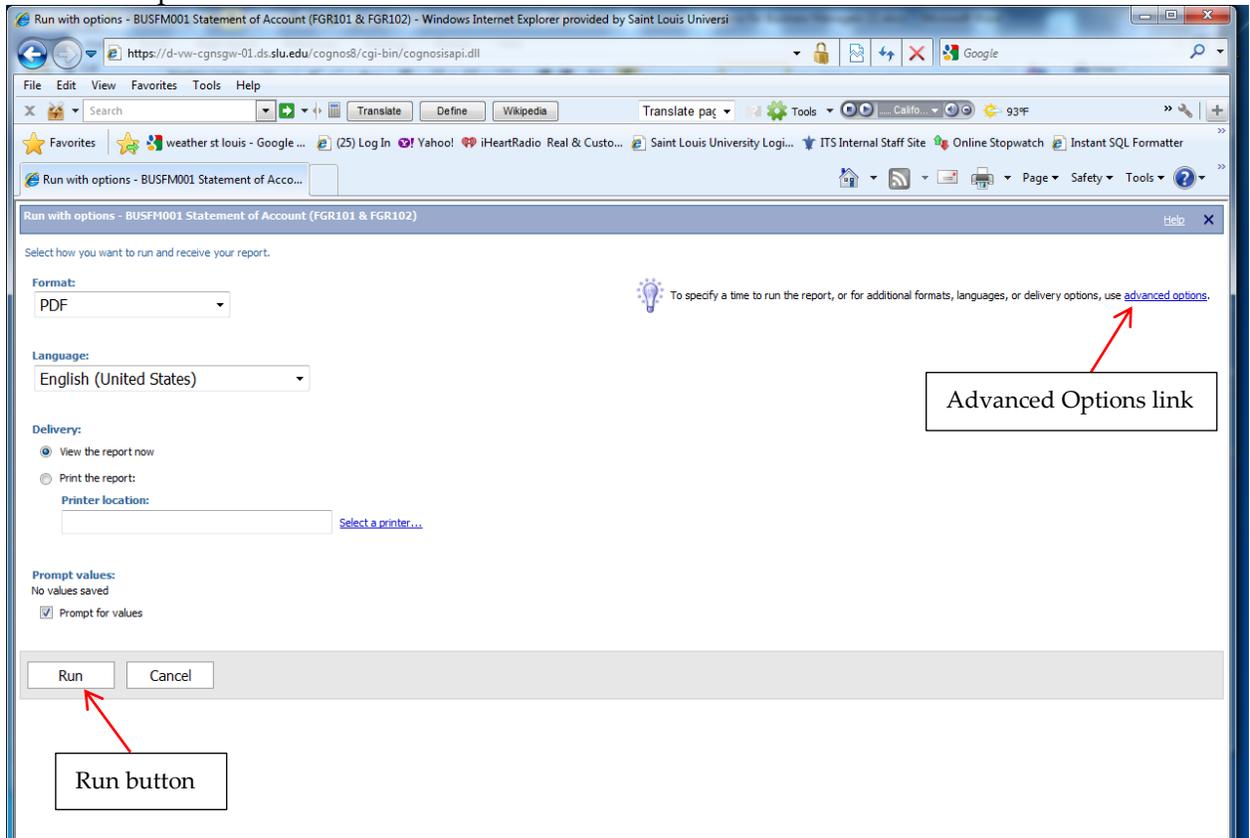
Note: Default report format icons

- a.  - PDF
- b.  - Excel
- c.  - HTML

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2. Click on the Run with options icon: . The Run with Options screen will allow you to modify the Format, Language, Delivery, Prompt Values, and additional options using the 'advanced options' link. See the **Run with Options screen** below.
3. After you make your selections on the **Run with options screen**, or using the 'advanced options' link, click on the Run button to run your report (lower left corner).

Run with Options screen:



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Advanced Options link discussion:

If you want to specify a time or make other changes to the report execution, click on the 'advanced options' link.

1. To set a time for the report to run, to change the mode, format, orientation, paper size and/or Prompt Values, see the **Advanced Options screen** below.
2. To view the report now, click the radio button next to 'View the report now', then click on the Run button on the bottom left side of the page

Advanced Options screen:

The screenshot shows the 'Advanced Options' screen in a web browser. The page title is 'Run with advanced options - BUSFM001 Statement of Account (FGR101 & FGR102)'. The browser address bar shows the URL: <https://d-vw-cgnsgrw-01.ds.slu.edu/cognos/cgi-bin/cognosisapi.dll>. The page content includes a heading 'Select how you want to run and receive your report', followed by a radio button labeled 'View the report now' (highlighted with a red box and arrow) and another radio button labeled 'Run in the background' (highlighted with a red box and arrow). Under 'Run in the background', there are options for 'Now' and 'Later'. The 'Later' option is selected, with a date field set to 'Jun 11, 2012' and a time field set to '10 : 11 AM'. Below this is the 'Options' section, which includes dropdown menus for 'Format' (set to 'PDF'), 'Orientation' (set to 'Default'), and 'Paper size' (set to 'Default'). A text box next to these options lists: 'Format: PDF, HTML, Excel 2007, etc.', 'Orientation: Default, Portrait, Landscape', and 'Paper Size: Default, Letter, Legal, etc.'. The 'Language' section shows a dropdown set to 'English (United States)'. The 'Prompt values' section has a checkbox for 'Prompt for values' which is checked, and a green box labeled 'Run button' points to the 'Run' button at the bottom left of the page. The 'Run' and 'Cancel' buttons are located at the bottom of the form.

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- To choose alternative delivery options, click the radio button next to 'Run in the Background'. The benefit of this option is that it allows the user to request multiple simultaneous reports. You can also select delivery options such as saving the report to your My Folders or email it to yourself. See the **Run in the Background** screen.

Run in the Background screen:

The screenshot shows the 'Run with advanced options' screen in a web browser. The page title is 'Run with advanced options - BUSFM001 Statement of Account (FGR101 & FGR102)'. The browser address bar shows the URL: <https://d-vw-cgnsgrw-01.ds.slu.edu/cognos8/cgi-bin/cognosisapi.dll>. The page content includes:

- Time and mode:** Radio buttons for 'View the report now' and 'Run in the background:'. Under 'Run in the background:', there are radio buttons for 'Now' and 'Later:'. The 'Later:' section shows a date of 'Jul 19, 2012' and a time of '5 : 01 PM'. A red box labeled 'Delivery' points to the 'Run in the background' radio button.
- Options:** A section with various settings. A red box labeled 'Formats' points to the 'Formats' dropdown menu. A red box labeled 'Save the report as a report view - in My Folders' points to the 'Save the report as a report view' checkbox. A red box labeled 'Send the report by email' points to the 'Send the report by email' checkbox. A green box labeled 'Run button' points to the 'Run' button at the bottom. A green box labeled 'Edit the options links' points to the 'Edit the options...' links in the 'Delivery' section.
- Delivery:** A section with the heading 'Delivery: Select at least one delivery method. For burst reports, the email accounts are determined by the burst specification.' It includes checkboxes for 'Save the report as a report view', 'Print the report', and 'Send the report by email'. There are also fields for 'Printer location' and '0 recipients'.

At the bottom of the page, there are 'Run' and 'Cancel' buttons. The browser status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and '100%' zoom.

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Delivery Methods: Saving the Report

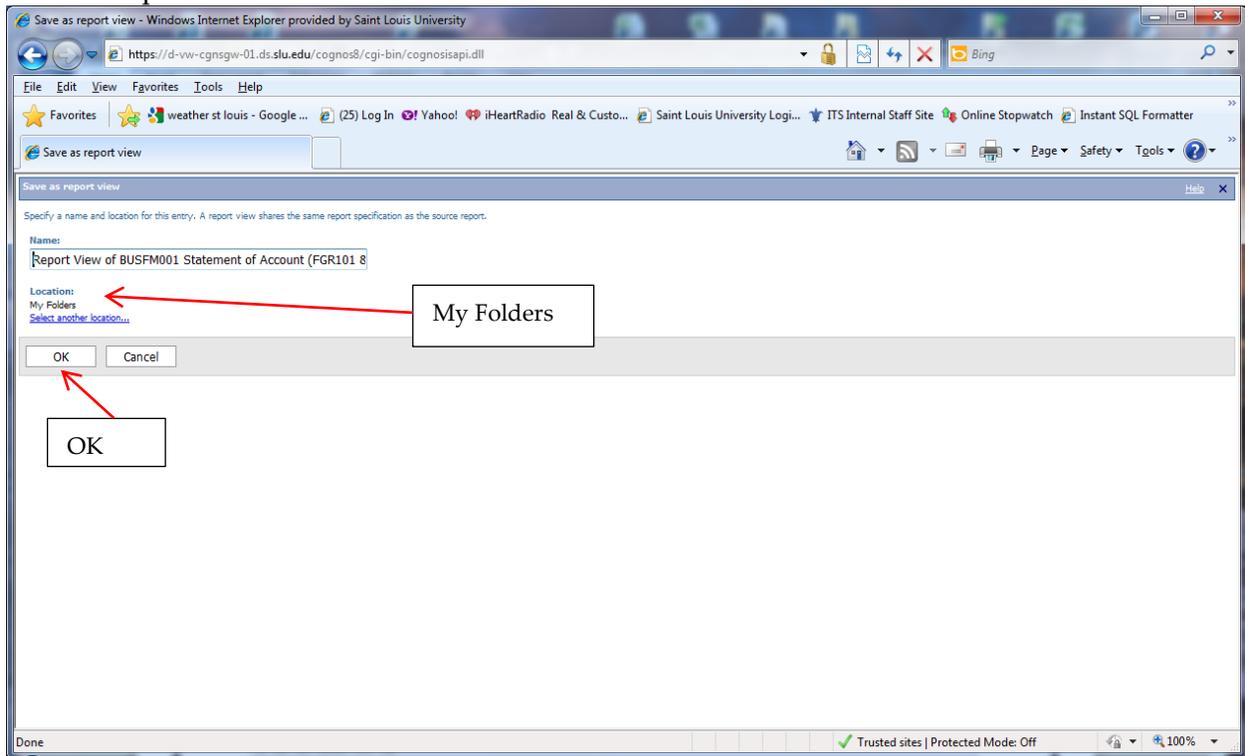
From the **Advanced Options / Run in the Background** screens:

1. Click on the check box next to 'Save the report as a report view'.
2. Click on the 'Edit the options' link. See the **Save as Report View screen** below.
3. When the **Save as Report view screen** opens, check the location. Ensure that you will be saving the report to My Folders.
4. Click on OK.
5. You will return to the **Run with Advanced Options screen**.
6. Click on the Run button to run the report.

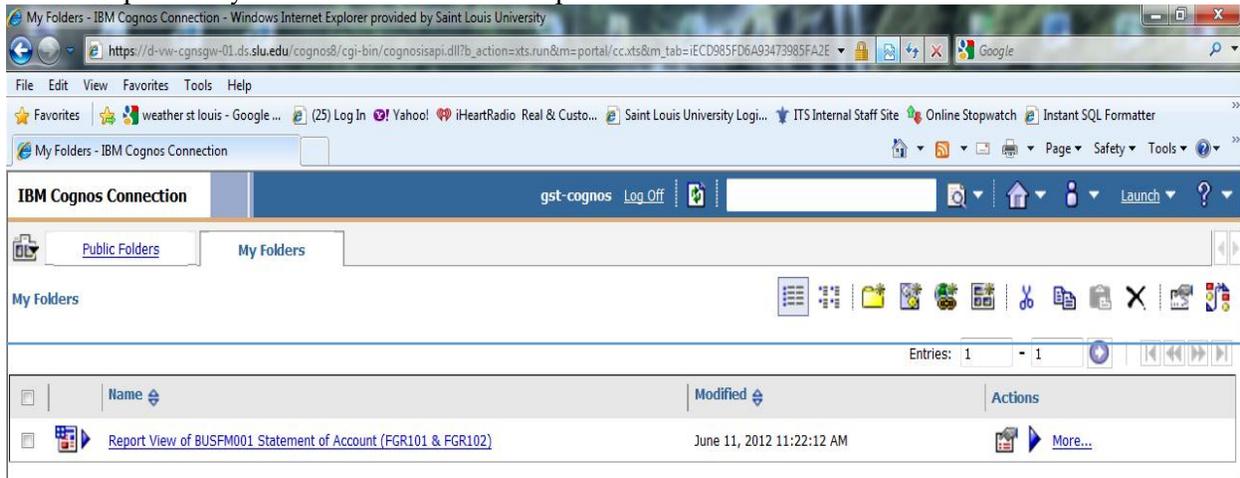
Note: Any report saved outside of the My Folders area will be deleted. This means if you place report output in a location on the Cognos Connection that is not in your My Folders area, it will be deleted by ITS.

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Save as Report View screen.



An example of My Folders with a saved report:



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Delivery Methods: Email

1. Click on the check box next to 'Send the report by email'.
2. Click on the 'Edit the options' link. See the **Email screen** below.
3. Enter the email address or addresses desired.

Note: Content control of all reports is the responsibility of the user. Ensure the report is appropriate for all recipients. It is strongly recommended to run the report, review it, and then email if necessary.

4. Enter any additional notes in the body of the email.
5. Click on the 'attach the report' check box.
6. Click on the **OK** button (lower left corner).
7. See the **Received Email sample screen**, to view an example of an email with the report attached.

Note: The report name is automatically entered as the email Subject but can be changed.

Email screen:

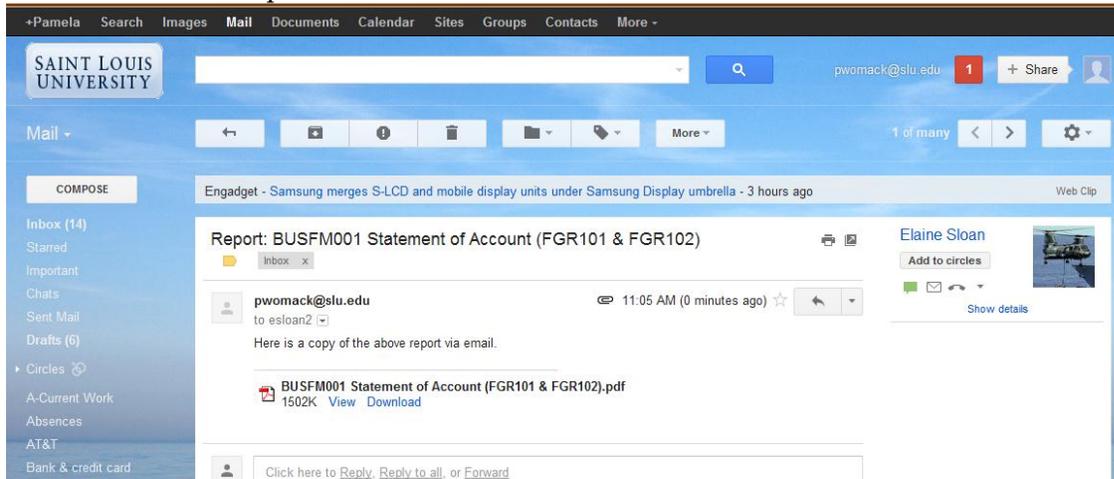
The screenshot shows a web browser window titled "Set the email options - BUSFM001 Statement of Account (FGR101 & FGR102)". The browser address bar shows the URL: <https://d-vw-cgnsqw-01.ds.slu.edu/cognos8/cgi-bin/cognosisapi.dll>. The page content includes:

- To:** A text input field containing "pwomack@slu.edu". A red arrow points to this field with the label "SLU email address".
- Cc:** An empty text input field.
- Subject:** A text input field containing "Report: BUSFM001 Statement of Account (FGR101 & FGR102)". A red arrow points to the "Select the recipients..." link above the field with the label "Select the recipients link".
- Body:** A text area containing "test".
- Options:** Two checkboxes are present: "Include a link to the report" (unchecked) and "Attach the report" (checked). A red arrow points to the "Attach the report" checkbox with the label "Attach the report".
- Buttons:** "OK" and "Cancel" buttons are at the bottom. A red arrow points to the "OK" button with the label "OK button".

Instructions at the top of the page state: "Specify the recipients and contents of the email. To add recipients, click Select the recipients or type the email addresses separated by semi-colons. To include an HTML report as the message body, leave the Body box empty and select the report as the only attachment."

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Received Email sample screen:



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Using Create a Report View (🏠)

Note: This screen also allows you to save a copy of the report to your My Folder.

Create a Report View screen:

The screenshot shows a web browser window displaying the 'Specify a name and description - New Report View wizard' screen. The browser's address bar shows the URL: <https://d-vw-cgnsqw-01.ds.slu.edu/cognos8/cgi-bin/cognosisapi.dll>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows various icons and a search bar. The main content area of the browser displays the wizard screen with the following fields:

- Name:** Report View of BUSFM001 Statement of Account (FGR101 & FGR102)
- Description:** BUSFM001 Statement of Account (FGR101 & FGR102) ... OPS001 Statement of Account (FGR101 & FGR102) – Creates a list report containing all operating and general ledger records based on user selected parameters. The following are the user selected parameter for the report – Chart of Accounts, Fiscal Year, Fiscal
- Screen tip:** aka: OPS001 Statement of Account (FGR101 & FGR102)
- Location:** None
[Select another location...](#) [Select My Folders](#)

At the bottom of the wizard screen, there are four buttons: Cancel, < Back, Next >, and Finish. A red arrow points from the 'Select My Folders' link to a text box that says 'Select My Folders link for location.'

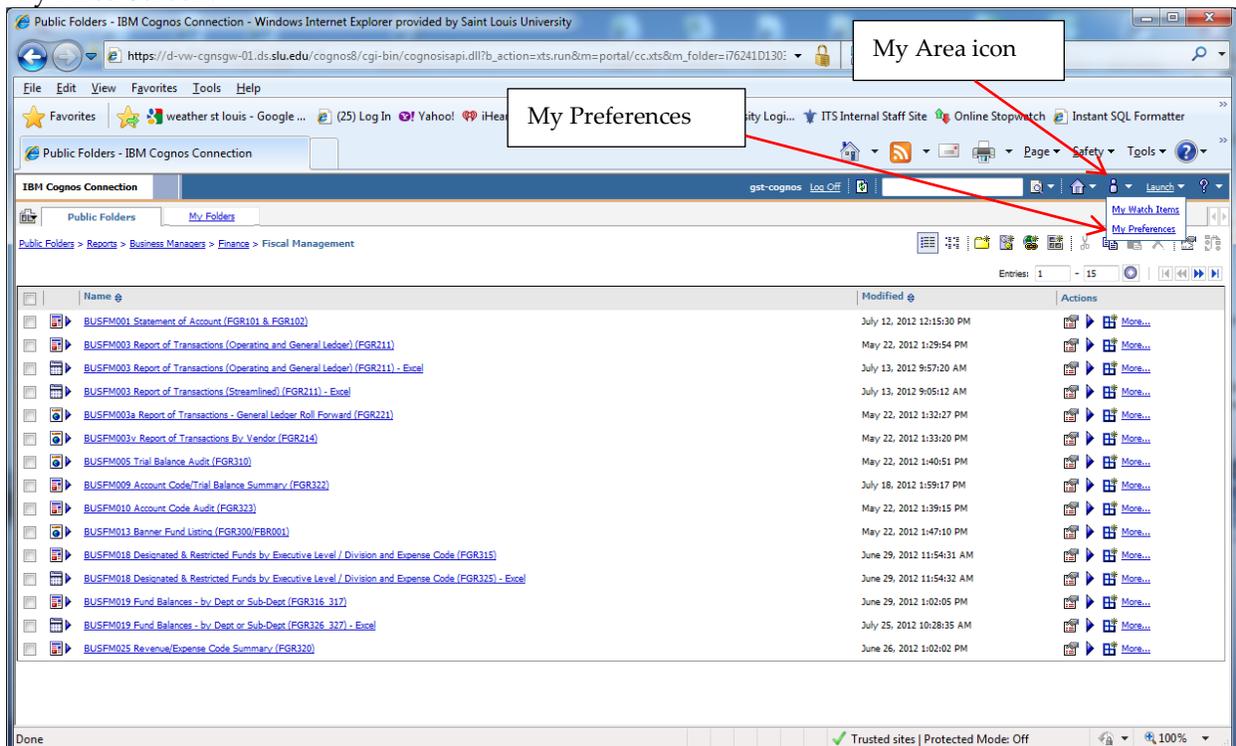
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Setting Preferences

In order to increase the number of reports visible on your Fiscal Management folder, you will need to modify the number of entries in the list view which is located within the My Preferences area.

1. Click on the My Area icon:  on the tool bar just above the IBM Cognos Connection tool bar. See the **My Area screen** below.
2. Click on My Preferences. See the **My Preferences screen** to view the various options.

My Area screen:



The screenshot shows a web browser window displaying the IBM Cognos Connection interface. The browser address bar shows the URL: https://d-vw-cgnsqw-01.ds.slu.edu/cognos/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=176241D130. The browser window title is "Public Folders - IBM Cognos Connection - Windows Internet Explorer provided by Saint Louis University".

The interface shows a navigation pane on the left with "Public Folders" and "My Folders" tabs. The main content area displays a list of reports under the "Fiscal Management" folder. The list has columns for "Name", "Modified", and "Actions".

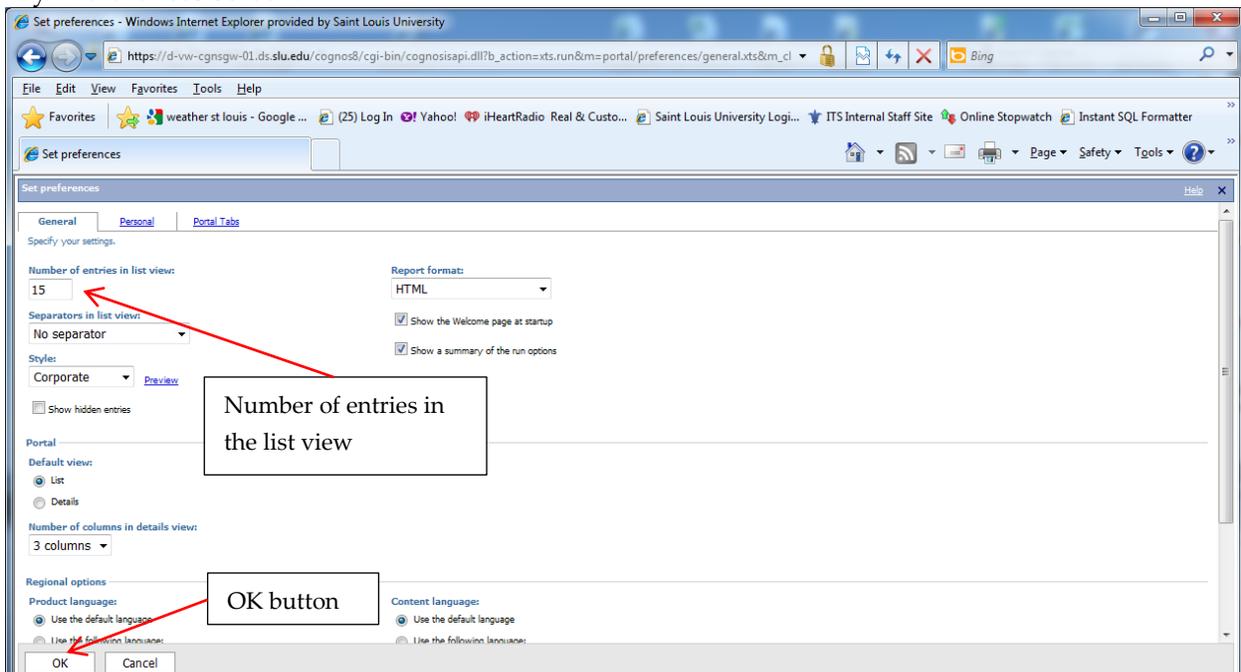
Two red arrows point to the "My Area icon" (a small icon with a person) and the "My Preferences" link in the top right corner of the interface.

Name	Modified	Actions
BUSFM001 Statement of Account (FGR101 & FGR102)	July 12, 2012 12:15:30 PM	More...
BUSFM003 Report of Transactions (Operatio and General Ledger) (FGR211)	May 22, 2012 1:29:54 PM	More...
BUSFM003 Report of Transactions (Operatio and General Ledger) (FGR211) - Excel	July 13, 2012 9:57:20 AM	More...
BUSFM003 Report of Transactions (Streamlined) (FGR211) - Excel	July 13, 2012 9:05:12 AM	More...
BUSFM003a Report of Transactions - General Ledger Roll Forward (FGR221)	May 22, 2012 1:32:27 PM	More...
BUSFM003v Report of Transactions By Vendor (FGR214)	May 22, 2012 1:33:20 PM	More...
BUSFM005 Trial Balance Audit (FGR310)	May 22, 2012 1:40:51 PM	More...
BUSFM009 Account Code/Trial Balance Summary (FGR322)	July 18, 2012 1:59:17 PM	More...
BUSFM010 Account Code Audit (FGR323)	May 22, 2012 1:59:17 PM	More...
BUSFM013 Banner Fund Listing (FGR300/FBR001)	May 22, 2012 1:47:10 PM	More...
BUSFM018 Designated & Restricted Funds by Executive Level / Division and Expense Code (FGR215)	June 29, 2012 11:54:31 AM	More...
BUSFM018 Designated & Restricted Funds by Executive Level / Division and Expense Code (FGR225) - Excel	June 29, 2012 11:54:32 AM	More...
BUSFM019 Fund Balances - by Dept or Sub-Dept (FGR316_317)	June 29, 2012 1:02:05 PM	More...
BUSFM019 Fund Balances - by Dept or Sub-Dept (FGR326_327) - Excel	July 25, 2012 10:28:35 AM	More...
BUSFM025 Revenue/Expense Code Summary (FGR320)	June 26, 2012 1:02:02 PM	More...

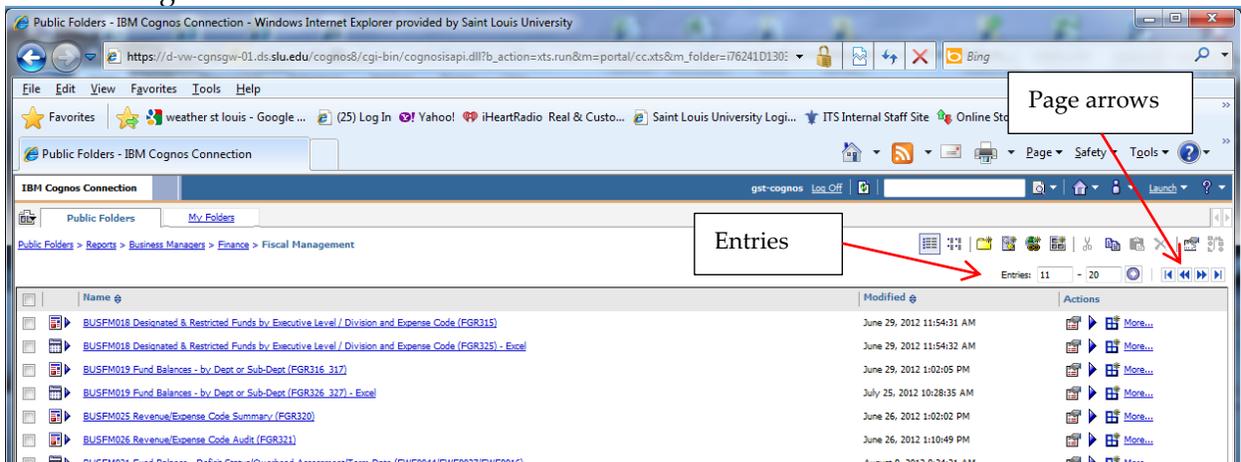
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3. Check the number of entries of entries in the box below the verbiage 'Number of entries in the List View'. Increase the number to 50 or whatever you wish.
4. Click on the OK button (lower left corner). You will be taken back to the **Fiscal Management screen**. See Fiscal Management Screen 2.
5. Notice the number of entries in the Entries boxes. Use the page arrows to display the next group of entries. If all the entries are displayed, the page arrows will not be functional and will be greyed out.

My Preferences screen:



Fiscal Management screen 2:

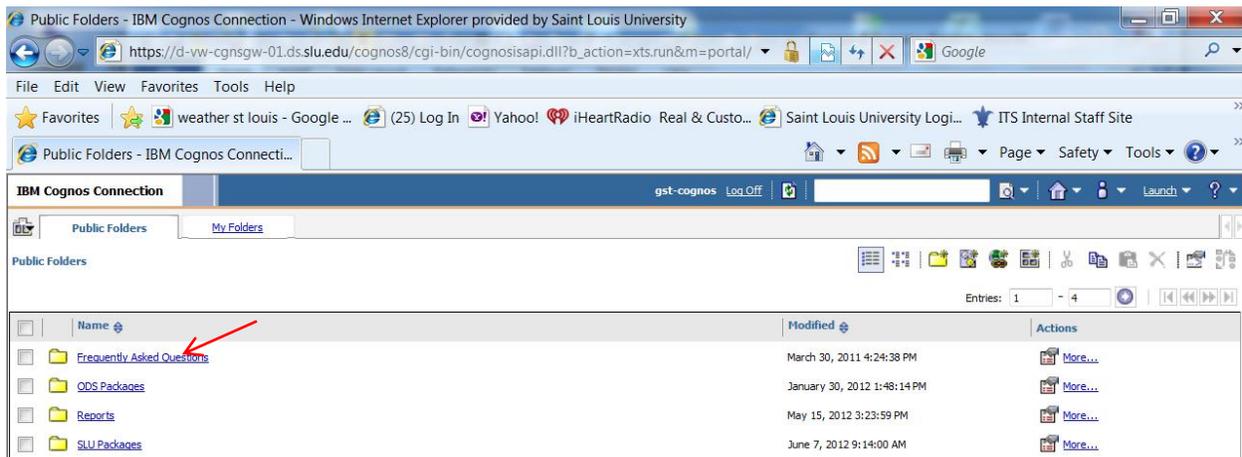


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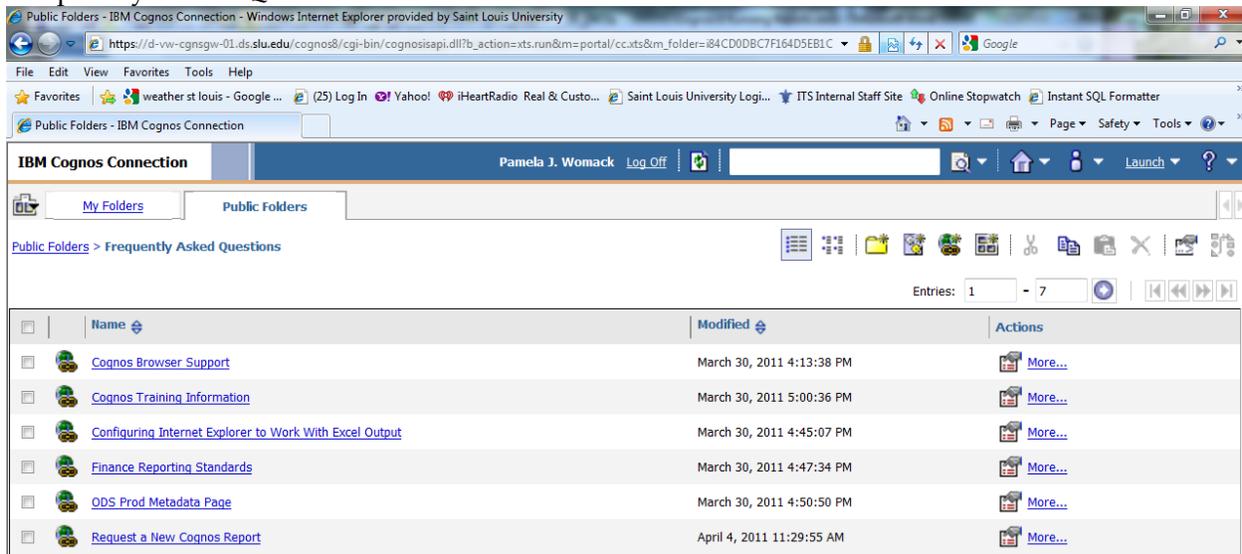
FAQs

1. Using the breadcrumbs, click on Public Folders to return to the Public Folders tab.
2. The IBM Cognos Connection screen should appear.
3. Click on the Frequently Asked Questions folder. See **Public Folders screen 2** and the **Frequently Asked Questions screen**.

Public Folders screen 2:



Frequently Asked Questions screen:



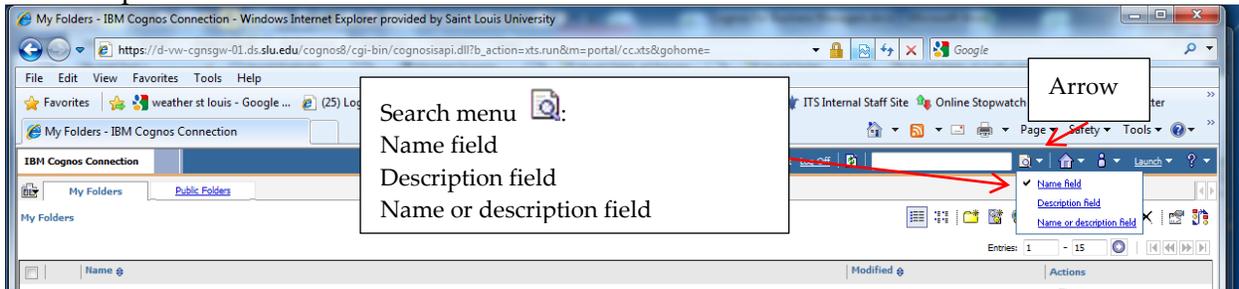
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Search

Sample search: Search for 'fixed assets' in a report name.

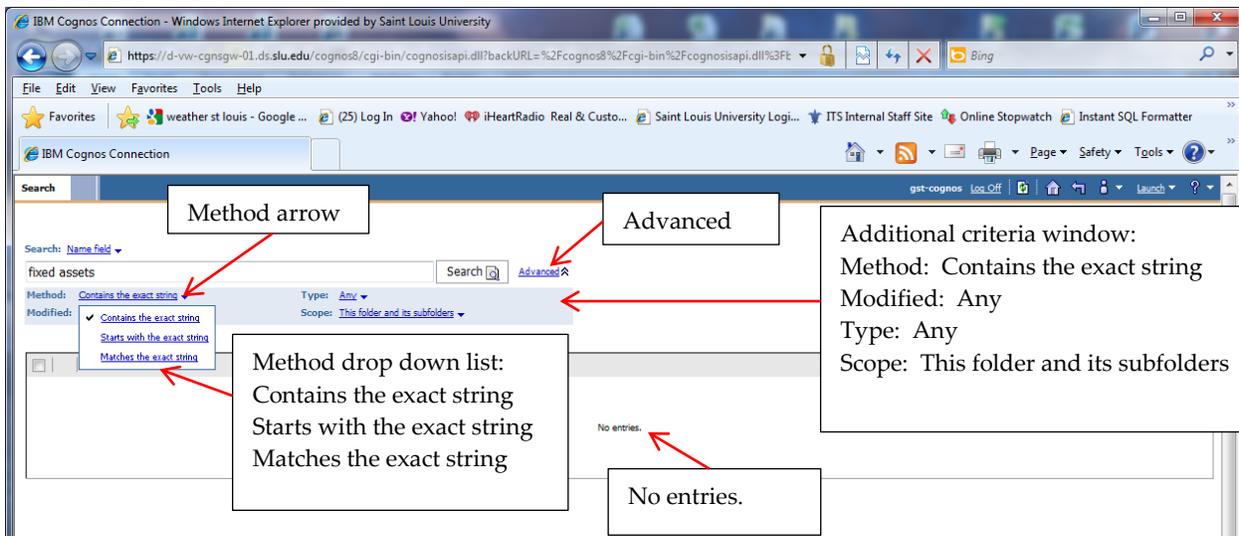
1. Click on the arrow to the right of the search icon: 
2. Select the field you want to search: Name field, Description field, Name or description field. For this example, the Name field was selected.
3. Type the search criteria in the box to the left of the icon, then click on the search icon.

Search Options screen:



4. If the search criteria is not found, you may need to click on 'Advanced' to add additional search options. See **Search screen 1**. Note the 'No Entries.' message. Click on any of the arrows near Method, Modified, Type or Scope for additional search options. For this example, the Method arrow was selected, and then the 1st item in the drop down list: 'Contains the exact string'.

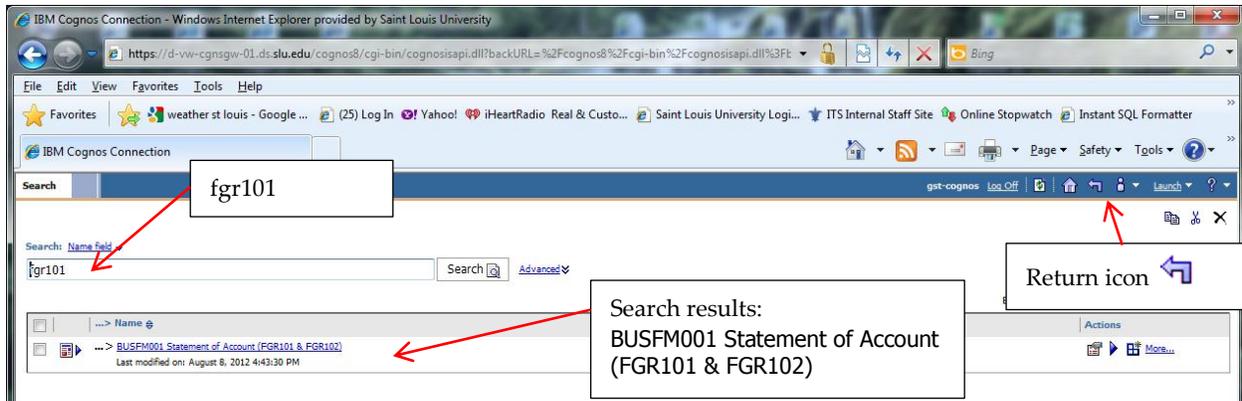
Search screen 1:



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5. You can change the search criteria while on this screen. Since there isn't a report with 'fixed assets' in this report list, change the search to 'fgr101'. See the results on the **Search Results screen**.
6. Click on the Return icon to return to the **Fiscal Management screen**. You can also run the report from this location, clicking on the report name or the Run with options icon: ▶

Search Results screen:



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Appendix A – Crosswalk

Old WebFocus to Cognos Report Crosswalk

Old WebFocus	Cognos	Cognos Folder
FGR101 Statement of Account; FGR102 Statement of Account Active Funds	BUSFM001 Statement of Account	Reports > Business Mangers > Finance > Fiscal Management
FGR104 UMG Responsibility Summary by Fund; FGR105 UMG Responsibility Summary by Department; FGR106 UMG Responsibility Summary by Sub-Department	BUSFM803 Responsibility Summary by Dept, Sub-Dept, Fund	Reports > Business Mangers > Finance > Fiscal Management
FGR107 UMG Revenue/Expense Category by Fund; FGR108 UMG Revenue / Expense Category by Department; FGR109 UMG Revenue / Expense Category Detail by Department; FGR111 UMG Revenue / Expense Category by Sub-Department	BUSFM801 Revenue / Expense Category	Reports > Business Mangers > Finance > Fiscal Management
FGR108 UMG Revenue/Expense Category by Department	BUSFM802 Revenue / Expense Category Internal Medicine	Reports > Business Mangers > Finance > Fiscal Management
FGR110 UMG Responsibility Summary by Sub-Department Excel	BUSFM803a Responsibility Summary by Dept, Sub-Dept, Fund - Excel	Reports > Business Mangers > Finance > Fiscal Management
FGR120 Labor Distribution by Pay Period; FGR122 Labor Distribution by Pay Period Excel	LDR002 Labor Distribution by Pay Period	TBD
FGR121 Labor Distributon Detail by Month; FGR123 Labor Distribution Detail by Month Excel	LDR001 Labor Distribution by Month	TBD
FGR210 Report of Transactions Ledgers 1-9; FGR211 Report of Transactions Ledgers 1-9 Page Break Subtotal by Fund; FGR212 Report of Transactions for Ledgers 1-9 Excel; FGR213 Report of Transactions for Ledgers 1-9 Subtotal by Fund; FGR220 Report of Transactions for General Ledger Funds	BUSFM003 Report of Transactions (Operating and General Ledger); BUSFM003 Report of Transactions (Operating and General Ledger) - Excel	Reports > Business Mangers > Finance > Fiscal Management
FGR214 Report of Transactions for Ledger 7: Subtotal by Vendor	BUSFM003v Report of Transactions by Vendor	Reports > Business Mangers > Finance > Fiscal Management
FGR221 Report of Transactions for General Ledger Funds Page Break Subtotal by Fund; FGR222 Report of Transactions for General Ledger Funds Excel	BUSFM003a Report of Transactions - General Ledger Roll Forward	Reports > Business Mangers > Finance > Fiscal Management
FGR300 Fund List for All Ledgers; FGR301 Fund List for All Ledgers Excel	BUSFM013 Banner Fund Listing	Reports > Business Mangers > Finance > Fiscal Management

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Old WebFocus	Cognos	Cognos Folder
FGR310 Detail Trial Balance by Division and Fund; FGR312 Detail Trial Balance by Division and Fund Excel	BUSFM005 Trial Balance Audit	Reports > Business Mangers > Finance > Fiscal Management
FGR313 Summary Trial Balance by Attribute (Whole Dollar Format); FGR314 Summary Trial Balance (Decimal Dollar Format); FGR322 Account Code Summary	BUSFM009 Account Code/Trial Balance Summary	Reports > Business Mangers > Finance > Fiscal Management
FGR315 Statement of Current Designated and Restricted Funds by Exec Level and Division; FGR325 Statement of Current Designated and Restricted Funds by Exec Level, Div Excel	BUSFM018 Designated & Restricted Funds by Exec Level/Division and Expense Code; BUSFM018 Excel	Reports > Business Mangers > Finance > Fiscal Management
FGR316 Statement of Current Designated and Restricted Funds by Department; FGR317 Statement of Designated and Restricted Funds by Sub-Department; FGR326 Statement of Current Designated and Restricted Fund by Department Excel; FGR327 Statement of Current Designated and Restricted Funds by Sub-Department Excel	BUSFM019 Fund Balances - by Dept or Sub Dept; BUSFM019 Fund Balances - by Dept or Sub Dept - Excel	Reports > Business Mangers > Finance > Fiscal Management
FGR320 Revenue/Expense Code Summary	BUSFM025 Revenue / Expense Code Summary	Reports > Business Mangers > Finance > Fiscal Management
FGR321 Revenue/Expense Code Audit	BUSFM026 Revenue/Expense Code Audit	Reports > Business Mangers > Finance > Fiscal Management
FGR323 Account Code Audit	BUSFM010 Account Code Audit	Reports > Business Mangers > Finance > Fiscal Management
FGR324 Sponsored Program Fund Activity	SP0002 Sponsored Program Fund Activity	Reports > Business Mangers > Finance > Fiscal Management
FBR015 Fund Account Budget Excel (WebFocus Dashboard Finance Development Domain Folder)	BUSFB020 Fund Account Budget - Excel	Reports > Business Mangers > Finance > Budget Development
N/A	BUSFM031 Fund Balance - Deficit Status/Overhead Assessment Attribute/Term Date	Reports > Business Mangers > Finance > Fiscal Management
N/A	BUSFM032 General Unrestricted Deficit Balances	Reports > Business Mangers > Finance > Fiscal Management
N/A	BUSFM033 Discretionary Funds	Reports > Business Mangers > Finance > Fiscal Management
N/A	BUSFM804 Account Codes sorted by UMG Category Code	Reports > Business Mangers > Finance > Fiscal Management

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Appendix B - Icons

Cognos Connection Navigation Icons

<u>Log Off</u>	Log Off Exit Cognos
	Refresh Display or reload the latest, updated version of the screen
	Search Search for report, query, job, etc entries within Cognos
	Home Return to the home view from the user's current Cognos location
	My Area Includes My Watch Area, My Settings, and My Activities and Schedules
<u>Launch</u>	Launch Launch reporting studios and Administration console
	Help Access help from within Cognos
	Tab Menu Add, remove or modify the sequence of the tabs
	Return Return to previous page (See Name Search Results screen for an example)
	Scroll Scroll right or left within Cognos Connection

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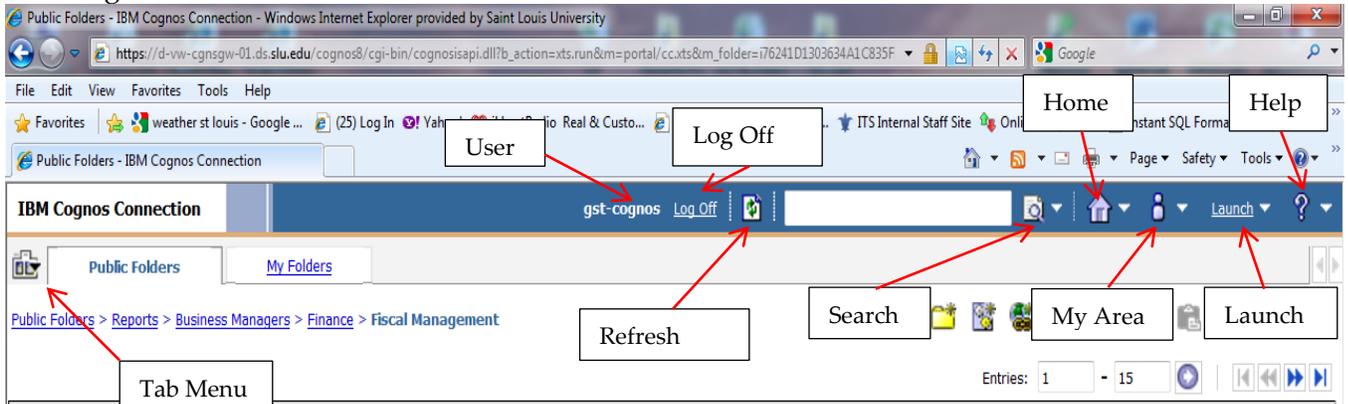
Cognos Connection Command Icons

	List View Change layout of Cognos Connection to a List view
	Details View Change layout of Cognos Connection to a Details View
	New Folder Create a new folder
	New Job Create a new job
	New URL Create a new URL
	New Page Create a new page
	Cut Cut a folder, URL, report, query, etc entry and move to a new location
	Copy Copy a folder, URL, report, query, etc entry and move to a new location
	Paste Paste a folder, URL, report, query, etc entry that has been cut or copied and move to a new location
	Delete Delete an entry from Cognos Connection
	Set Properties Change permissions and user group assignments
	Order Change the display order of folders, packages, etc within Cognos Connection
	Package Cognos Connection Package
	Folder Cognos Connection Folder

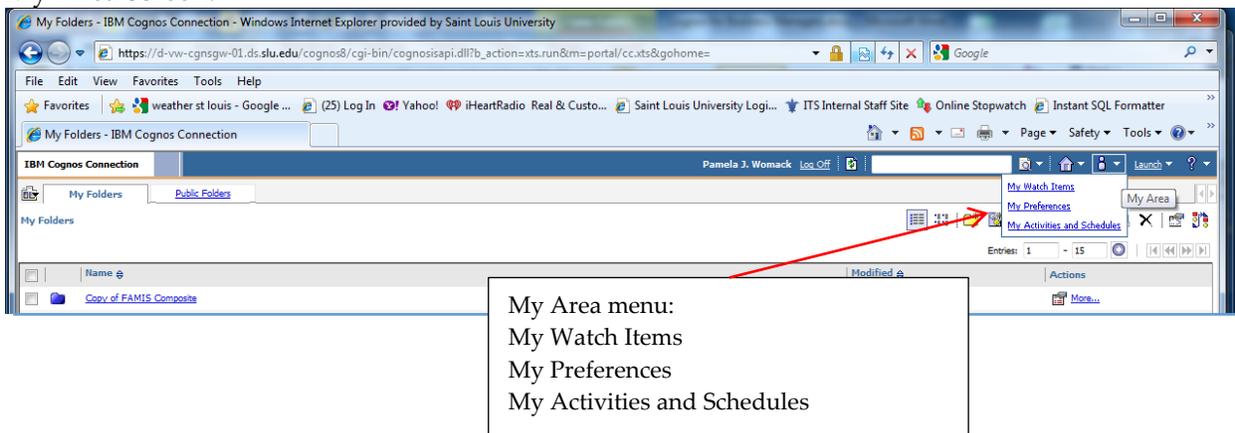
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Icon Menu Screen Shots

IBM Cognos Connection tool bar screen:

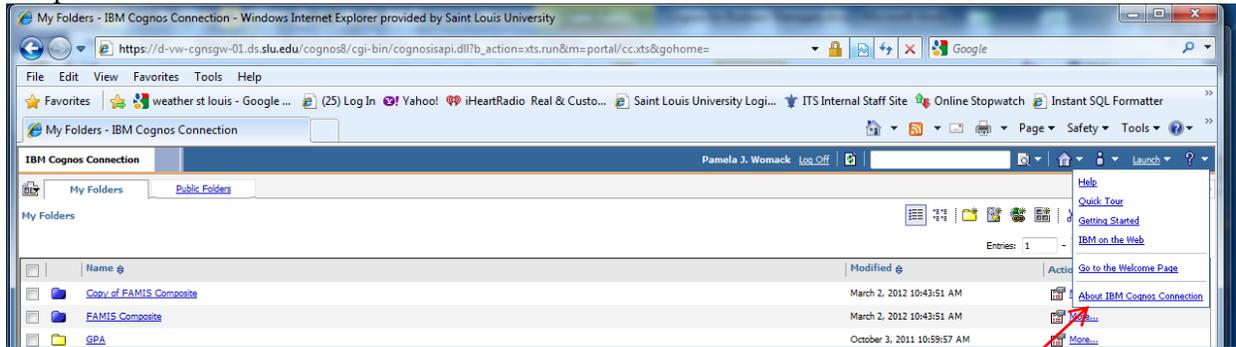


My Area screen:



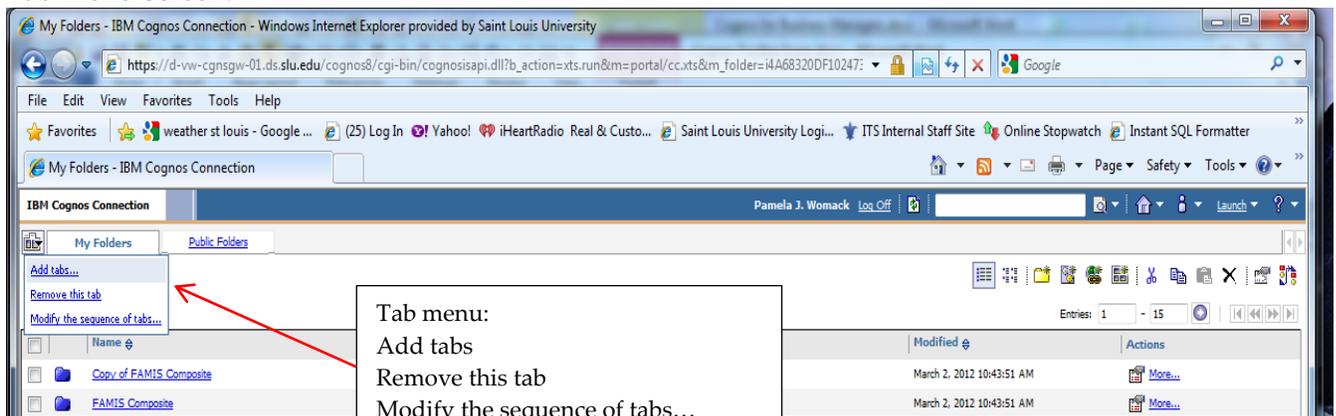
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Help Menu screen:



Help Menu:
Help
Quick Tour
Getting Started
IBM on the Web
Go to the Welcome Page
About IBM Cognos Connection

Tab menu screen:



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