

# **IIT Cognos Financial Reporting Dashboard User Guide**

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## **1. Introduction to the Cognos Financial Reporting Dashboard**

The purpose of the IIT Cognos Finance Dashboard is to provide a single location within Cognos for the various financial reports used to manage area, department and project budgets. The reports on this dashboard are all designed to run against data from the Banner Finance module, currently residing in the Operational Data Store (ODS), that have been restricted by a security mechanism called, "Fund/Org Security." This mechanism uses the person's Oracle login ID, or the person's Banner ID, to look up the funds or organizations that the person has permission to access, and filters the data in an underlying table that has been secured by fund and organization.

The Finance Dashboard also contains report views of reports that have been run against unsecured Cognos packages and then burst based on Organization Level. These report views (which reside in a separate channel on the Dashboard from the reports that can be run on demand) contain the report output from the last time the report was run. However, because of the way these reports were burst, each user with the authority to open the report view can see only the output for his or her own organization.

This document contains step-by-step instructions for logging into Cognos, adding the Finance Dashboard to a user's Cognos Portal, running the reports in the Run On Demand channel, and opening the report views in the Report Views channel. It also contains instructions for emailing the reports.

## 2. About Cognos

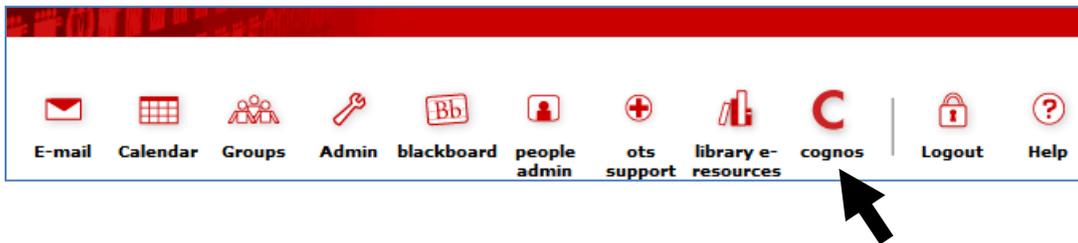
Cognos is the business intelligence software used by IIT for reporting and analyzing administrative data. Cognos is pointed at the Banner Operational Data Store (ODS), which is fed by the Banner transaction system. The ODS is refreshed nightly with data from Banner. At the present time, the only data available to Cognos are those fed into the ODS from Banner.

### 2.1. Logging Into Cognos

Users who have been granted access to one or more of the Cognos suite of tools (i.e., Viewer, Query Studio, Analysis Studio, or Report Studio) can log into Cognos through myIIT.



1. Click the Cognos icon at the top of the screen.



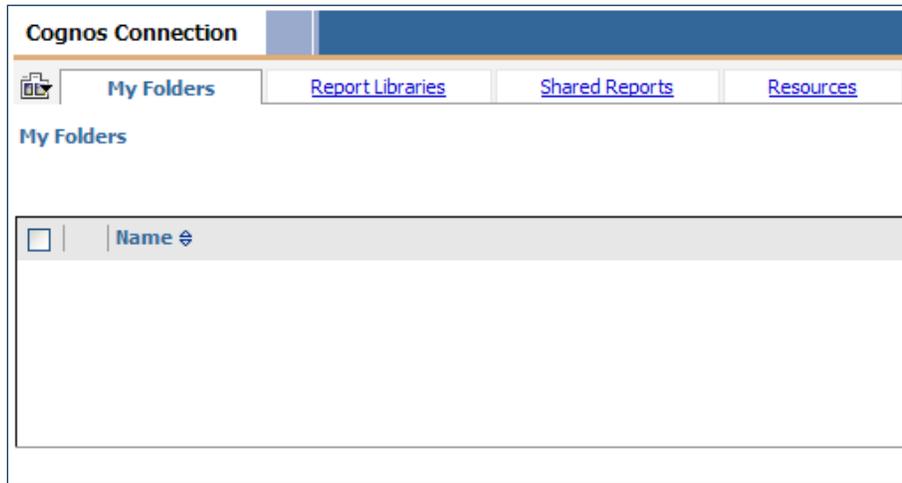
2. On the Cognos 8 Welcome Screen (pictured below), select My home.



3. You are now in the Cognos Portal (aka "Cognos Connection"). You should see the four tabs pictured below:



## 2.2. The Cognos Portal



The IIT Cognos Portal allows users to access Cognos reports and launch the various Cognos tools for authoring reports and queries based on data stored in the SunGard Banner Operation Data Store (ODS) and Enterprise Data Warehouse (EDW).

Users of the Portal are assigned a role within the Cognos system. The role determines which tools (i.e., Cognos Viewer, Query Studio, Analysis Studio, or Report Studio) the user has access to. Role assignment is based on a user having obtained the appropriate license and training to use a particular Cognos tool or set of tools. (See Section 3.0 of Cognos Portal User Guide for more information about Cognos User Roles. A link to this document can be found on the Resources tab in Cognos.)

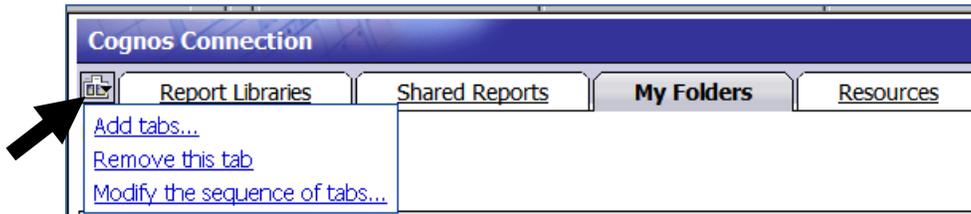
Data required to run and author reports is made available through various data packages (ODS) and data cubes (EDW). Security access to these SunGard Banner packages and cubes determines which data a user has access to. In order for a report to be visible to a user in the Cognos portal, the user must have security access to the folder in which the data package or data cube that was used to create the report is stored. (See Section 8.0 of the Cognos Portal User Guide for a detailed description of the four default tabs in the Cognos Portal.)

## 2.3. Adding the Finance Dashboard Tab to Your Cognos Portal

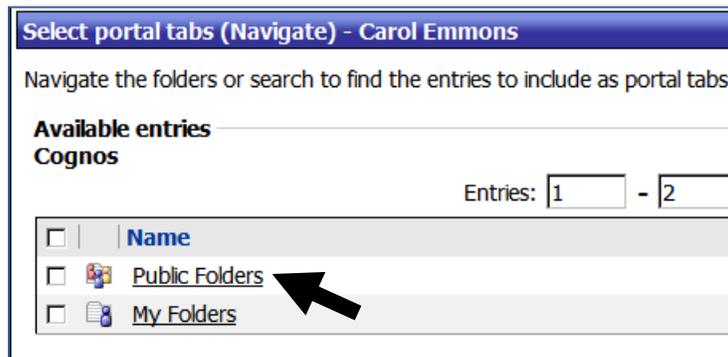
To run and view the reports in the Financial Reporting Dashboard, you first need to add the Finance Dashboard tab your Cognos Portal.

To add the Finance Dashboard tab:

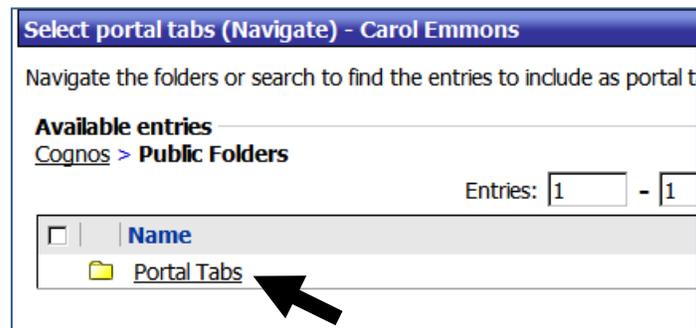
1. Locate the **Tab Menu** button to the left of the existing tabs (see picture below).



2. Click on the Tab Menu button. A drop-down menu will appear.
3. Click on **"Add tabs..."** This will open a new window.
4. The Financial Reporting Dashboard is located in the **Public Folders**, so click that link. This will open a new window.

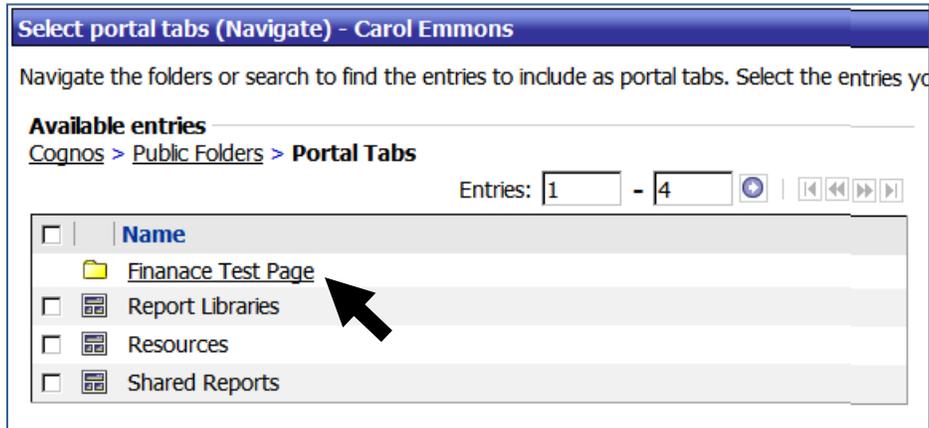


5. Now click on the **Portal Tabs** link.

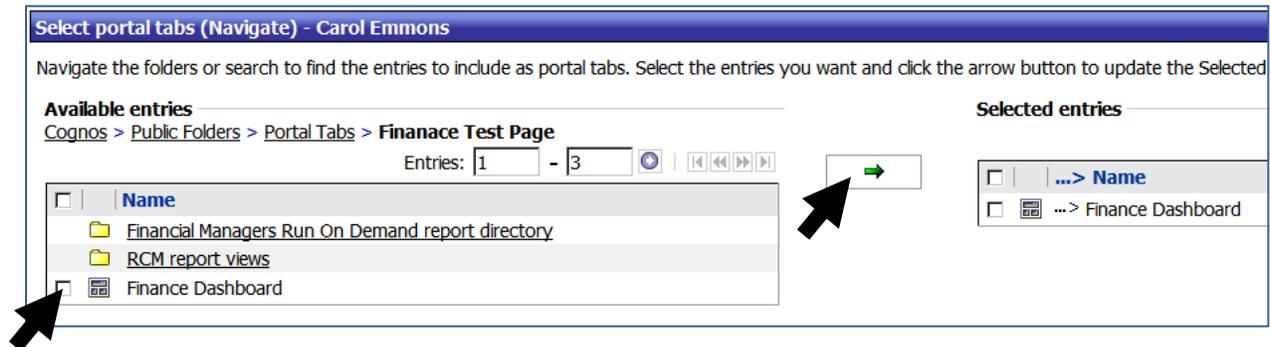


## Adding Finance Dashboard Tab (Continued)

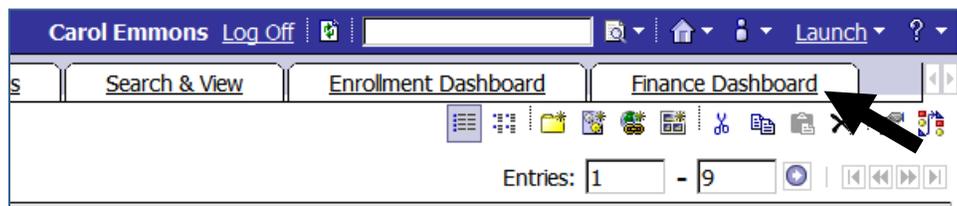
- Next click on the link to the **Finance Test Page** folder.



- Click on the check box to the left of the Finance Dashboard. Then click on the green arrow button in the middle of the screen. When the screen refreshes, you should see the Finance Dashboard in the **Selected entries** box on the right side of the screen. Click **OK**.



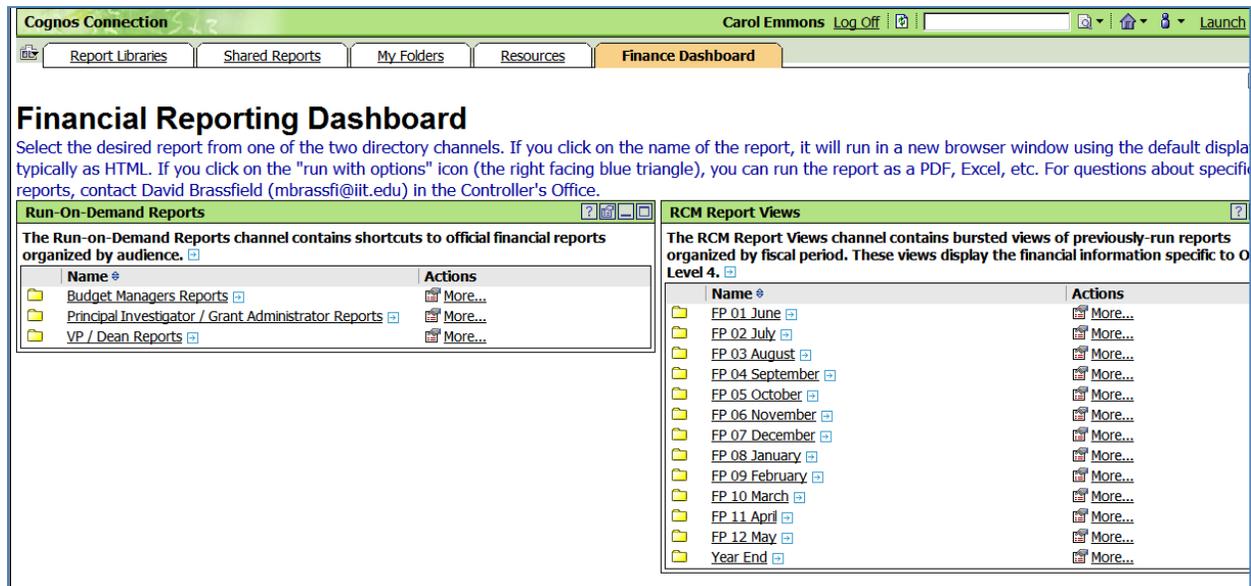
The Finance Dashboard tab should now appear as your right-most tab. To open this tab, just click on it.



### 3. About the Cognos Financial Reporting Dashboard

This section of the user guide describes the organization of the Financial Reporting Dashboard, how to run reports that are found in this dashboard, and how to email the report output to yourself and other users. This section also describes how to open the RCM Report Views located on the dashboard and the output one should expect to see in these report views.

#### 3.1. Organization of the Financial Reporting Dashboard



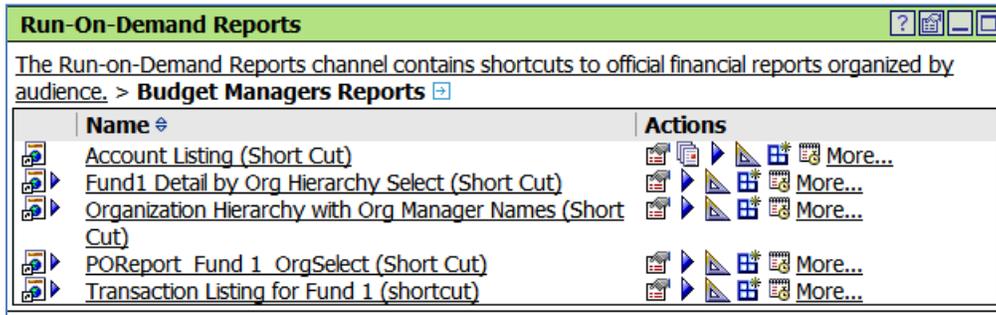
The Financial Reporting Dashboard consists of two channels (or portlets) which are both navigation channels.

The **Run On Demand Reports** (left) navigation channel contains shortcuts to reports that are stored in the Cognos Report Libraries. Descriptions of these reports can be found in Section 4.1 of this user guide. The shortcuts are organized into folders representing different user groups (i.e., Budget Managers, Principal Investigators and VP/Deans). To open a folder, just click on the folder Name.

The **RCM Report Views** (right) navigation channel contains static output of previously-run reports. Descriptions of these report views can be found in Section 4.2 of this user guide. The report views are organized into folders by fiscal period.

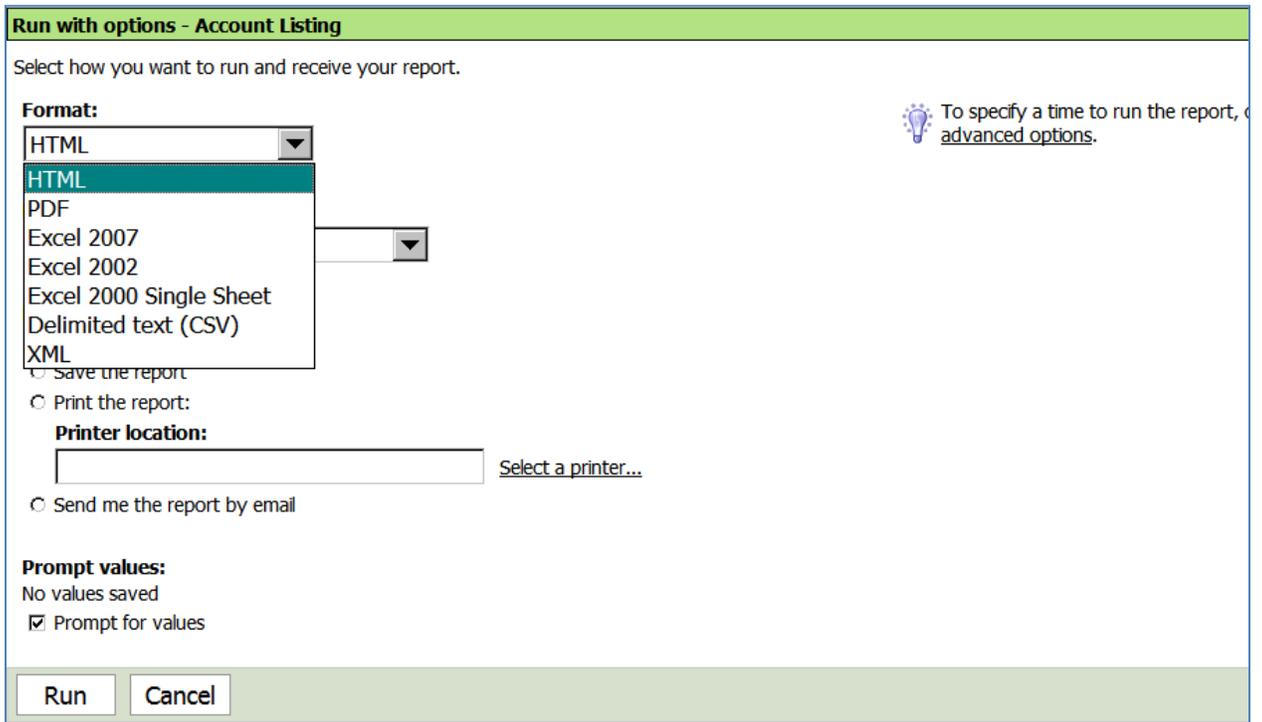
Instructions for running a report or opening a report view in the Financial Reporting Dashboard can be found in the following sections of this User Guide.

### 3.2. Running a Report from the Run-On-Demand Channel



To run a report from the **Run-On-Demand** channel in MS Excel, PDF, CSV or XML format:

1. Open the folder that contains the report you want to run by clicking on the folder name.
2. Identify the report you wish to run .
3. From the Actions menu (to the right of the report name), click on the blue run with options button  . This will open a new window.



4. Click on the down arrow in the **Format** box (see above) to reveal the format choices for the report output.
5. Select the desired format.
6. Click the **Run** button at the bottom of the screen.

The report will run in the desired format and the output will appear in a new window. To close that window, click on the X in the upper right corner of the window. To navigate back to the list of

folders, click on the channel description. If you want to have the report output emailed to you, follow the instructions in the next section.

### 3.3. Emailing Report Output

To run the report in the background and have Cognos email the output to you as an attachment:

1. Click on the **advanced options** link in the upper right part of the screen. A new window will open.

Run with options - Race Data Audit Report

Select how you want to run and receive your report.

**Format:**  
HTML

**Language:**  
English

**Delivery:**  
 View the report now  
 Save the report  
 Print the report:  
**Printer location:**  
 Select a printer...  
 Send me the report by email

To specify a time to run the report, or for additional formats, languages, or delivery advanced options.

2. Under **Time and mode**, select “Run in the background.” Note that you have a choice of whether to run the report “Now” or “Later.” If you choose “Later,” you can select the date and time that you want the report to run.

Run with advanced options - Race Data Audit Report

Select how you want to run and receive your report. notification.

**Time and mode:**  
 View the report now  
 Run in the background:  
 Now  
 Later:

## Emailing Report Output (continued)

3. Under **Delivery**, select “Send the report by email,” then click on the **Edit the options** link (see picture on next page). This will open a new window.

**Delivery:**  
Select at least one delivery method. For burst reports, the email recipients are determined by burst specification.

Save:

- Save the report
- Save the report as a report view [Edit the options...](#)  
...> Report View of Race Data Audit Report

Print the report

**Printer location:**

[Select a printer...](#)

Send the report by email [Edit the options...](#)  
Carol Emmons (emmons)

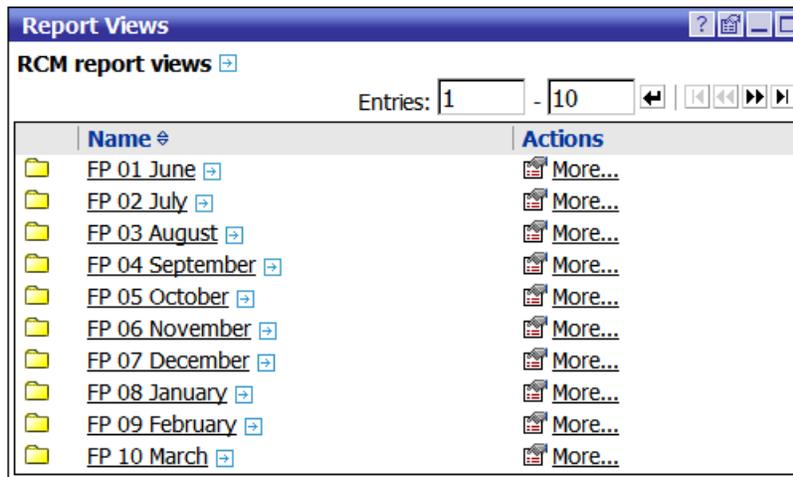
1. Near the bottom of the screen, click “Attach the report.” Then click **OK**.

Include a link to the report

Attach the report

Note that you can also “Cc” other users on the email, customize the subject line of the email, and type a message in the body of the email.

### 3.4. Opening a Report View



The channel on the right side of the Finance Dashboard contains report views of the monthly RCM reports. (*RCM stands for Responsibility Centered Management.*) A report view is simply the report output from the last time the report was run. The RCM reports are run, centrally, each month and will eventually be burst to the folders in this channel. Although there is only one report view for each report in each fiscal period, a user who opens one of these report views sees only the output for Org Level 4. If a user does not have security access to Org Level 4, the user will get an error message when he or she tries to open one of these report views. This is because the report was burst on Org Level 4.

To open one of these report views:

1. Click on the link to one of the fiscal period folders.
2. Click on the report name.
3. The report view will open in a new window.

**Note:** It is also possible to run these reports by clicking on the Run with options icon . Running one of these reports will cause the query to extract current data from the Banner Operational Data Store (ODS), and the output may not agree with the static report view output.

Clicking on the report view icon  allows you to select from different versions of the output, but there is no plan to save more than one version in each fiscal period folder. Therefore, there is no reason to click on this icon.



## 4. About the Reports in the Cognos Financial Reporting Dashboard

As described in Section 3 above, the Financial Reporting Dashboard contains Run-on-Demand Reports and RCM report views. This section of the user guide will describe the purpose and content of these reports and report views.

### 4.1. Run-on-Demand Reports

The Run-on-Demand Reports are actually shortcuts to reports that are saved in the Report Libraries in Cognos. These shortcuts are organized into folders in the Run-on-Demand Reports channel, based on the primary audience for each report (i.e., Budget Managers, Principal Investigators/Grant Managers, and Deans/Vice Presidents). The content of each of these folders is described below.

#### 4.1.1. BUDGET MANAGER REPORTS

There are five Run-on-Demand reports designed specifically for Budget Managers. These are described in Table 1 below.

**Table 1. Budget Manager Reports on the Financial Reporting Dashboard**

Report Name	Description	Purpose
Account Listing	Provides a list of the revenue and expense accounts by RCM account category, Account Level 1 and budget pool.	For reference only, to display the account roll ups.
Fund1 by Department Using Org Hierarchy Selection	Lists budget versus actual by org for operating funds and subtotal by account pool and RCM category. Prompted filters include fiscal year, fiscal period, and Org Level 4.	To track spending by account pool and RCM category at Org Level 4. Can use to check prior year orders.
Organization Hierarchy with Org Manager Names	Lists by VP Area(Level 3) , the Area (Level 4), Department (Level 5) and Org code with the manager name.	To check user's access to organization codes. Provides a reference for the organization of the financial manager of record and its position in the hierarchy of organizations.
PO Report_for Fund 1's	Lists open and closed purchase orders by selection of Fiscal Year, PI Name, and Fund (optional).	To track purchase orders.
Transaction Listing for Fund 1	Provides detailed information, including transaction date, description and amount, for transactions by account pool and account.	To answer specific questions about particular transactions.

**4.1.2. PRINCIPAL INVESTIGATOR/GRANT MANAGER REPORTS**

There are four Run-on-Demand reports designed specifically for Principal Investigators and Grant Managers. These are described in Table 2 below.

**Table 2. Principal Investigator/Grant Manager Reports on the Financial Reporting Dashboard**

Report Name	Description	Purpose
<b>Account Listing</b>	Provides a list of the revenue and expense accounts by RCM account category, Account Level 1 and budget pool.	For reference only, to display the account roll ups.
<b>Grant PTD FYTD &amp; FPTD Report by Selected PI</b>	Compares project-to-date and fiscal-year-to-date expenses with budget by grant and fund. Selection is by PI and grant.	To track grant spending for the project to date and the fiscal year to date.
<b>PO Report by Selected PI and Grant</b>	Lists open and closed purchase orders by selection of Fiscal Year, PI Name, and Fund (optional).	To track purchase orders.
<b>Transaction Listing by PI and Grant ID</b>	Lists detailed information about individual transactions, including description, amount, vendor name and purchase order number, by posting period.	To answer questions about specific transactions.

**4.1.3. DEAN/VICE PRESIDENT REPORTS**

There are two Run-on-Demand reports designed specifically for deans and vice presidents. These are described in the Table 3 below.

**Table 3. Dean and Vice President Reports on the Financial Reporting Dashboard**

Report Name	Description	Purpose
<b>Designated Funds by VP Area</b>	Lists the balance and summary activity for endowed and gift funds by fund. Produces two pages, one for non-scholarship and one for scholarship funds.	To track the balance available and spending rate for gift and endowed funds.
<b>Grant PTD FYTD by Selected Academic/Program Area</b>	Compares project-to-date and fiscal-year-to-date expenses with budget by PI for VP/Dean area.	Provides selected fiscal year to date information for monitoring spending.

## 4.2. RCM Report Views

The RCM Report Views channel contains the static output of previously-run and bursted reports. Because of the way these reports were burst, only users who have security access to Org Level 4 data can see the output, and only for their organization. These report views are organized into folders by fiscal period. Table 4, below, contains a description of each of the RCM report views.

*Note:* It is also possible to run these reports by clicking on the Run with options icon . Running one of these reports will cause the query to extract current data from the Banner Operational Data Store (ODS), and the output may not agree with the static report view output.

Clicking on the report view icon  allows you to select from different versions of the output, but there is no plan to save more than one version in each fiscal period folder. Therefore, there is no reason to click on this icon.

**Table 4. RCM Report Views on the Financial Reporting Dashboard**

Report Name	Description	Purpose
<b>Budget-to-Actual (All Funds)</b>	Compares YTD actual expenses for all funds controlled by the manager, combined, to the original budget and budget projections for both the current and the prior fiscal years.	To track overall spending against budget in the current year and compare it to prior year spending.
<b>Budget-to-Actual (By Fund)</b>	Compares YTD actual expenses for each fund controlled by the manager to the original budget and budget projections for both the current and the prior fiscal years.	To track spending by fund against budget in the current year and compare it to prior year spending.
<b>Org Level 4 Budget Activity</b>	Shows the original budget, YTD activity, and budget variance for Org Level 4.	To track spending against budget in the current year for Org Level 4.
<b>Org Level 5 Budget Activity</b>	Shows the original budget, YTD activity, and budget variance for Org Level 5.	To track spending against budget in the current year for Org Level 5.
<b>Grant PTD FYTD by Academic/Program Area Selection</b>	Compares project-to-date and fiscal-year-to-date expenses with budget by PI organization and Grant within PI organization.	To track grant spending for the project to date and the fiscal year to date.

## 5. User Support for the Cognos Financial Reporting Dashboard

This section of the user guide contains information about trouble-shooting problems commonly encountered by end users, and how to get help with problems that require administrator intervention.

### 5.1. Issues the User May Be Able to Resolve

Because Cognos is a web-based application, users may occasionally encounter problems caused by the browser they are using, how the browser is configured, a full cache, or failure of a screen to refresh properly. **Please note that Cognos is compatible with Internet Explorer only.** Do not attempt to use Mozilla Firefox, Safari, or another web browser other than Internet Explorer to access Cognos.

Table 6, below, contains a list of problems that users may be able to resolve themselves and suggested actions for the user to take before contacting the Support Desk for help.

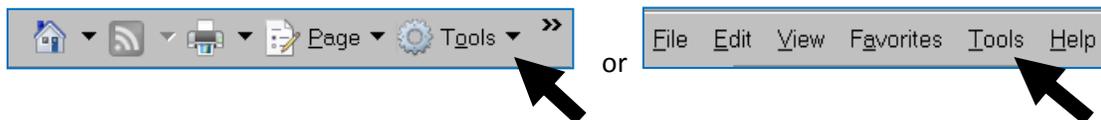
**Table 5. Problems the User Can Resolve**

Problem Description	User Action
Cognos portal does not look like picture in this user guide.	Make sure you are using Internet Explorer as your browser.
User gets an error message when I try to run one of the "Run-on-Demand" reports.	Make sure you are using Internet Explorer as your browser.
Report output doesn't change when I change the report parameters.	Clear your cache (see instructions below).
Dashboard does not respond to mouse clicks.	Click on the Refresh button  to refresh the screen.
Special characters (for example, "&%\$") appear on the screen.	Click on the Refresh button  to refresh the screen.
Screen will not refresh.	Clear the cache (see Section 5.1.1 below).
User unable to run a report in MS Excel format.	Change Internet Explorer configuration (see Section 5.1.2 below).

#### 5.1.1. Clearing the Cache

The cache is temporary memory the browser uses to store recent information to increase browsing speed. To clear the cache:

1. Click the Tools button on the Internet Explorer toolbar to open the pull-down menu.

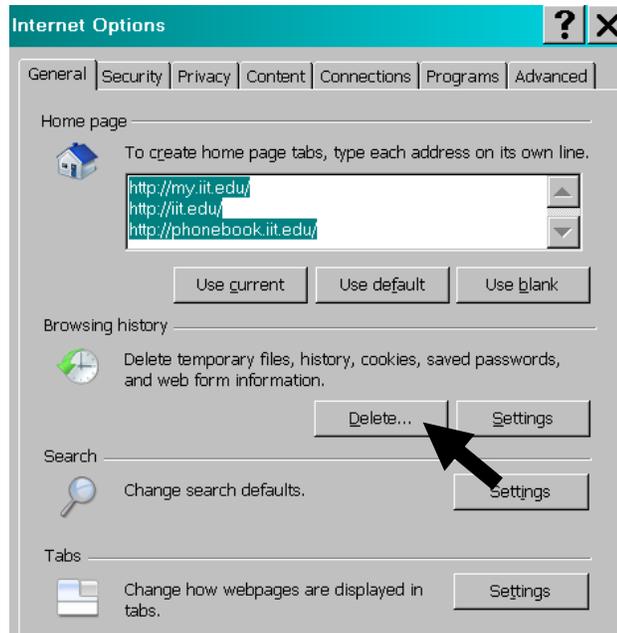


2. Select **Internet Options**.

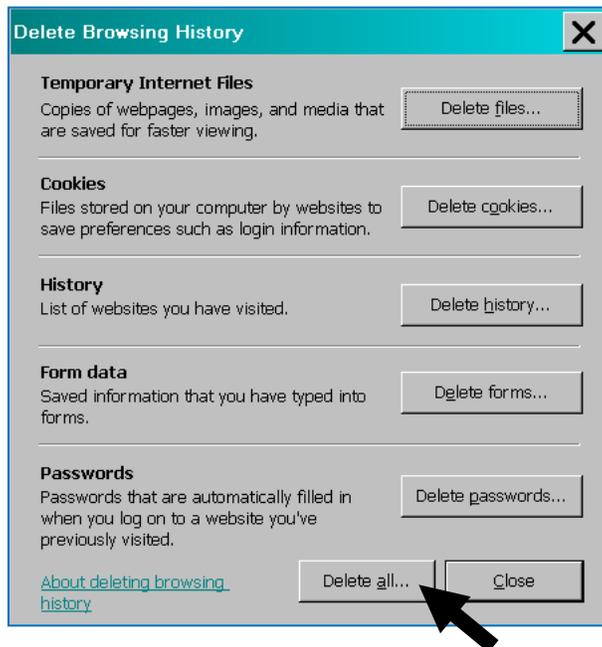
(Continued on following page...)

## Clearing the Cache (continued)

3. From the General tab, under “Browsing history,” click on **Delete...**



4. In the Browsing history dialog box, click on **Delete all....**



5. In the box asking if you are sure that you want to delete all your browsing history, click on **Yes**.
6. In the Internet Options box, click **OK**.

### 5.1.2. Configuring Internet Explorer to run Reports in Excel Format

Exporting the output of a Cognos query to Excel requires an easy set-up in your Internet Explorer browser. Follow these steps one time and you will be set up for running reports in Excel:

1. In Internet Explorer – go to **Tools, Internet Options**, then **Security**.
2. Click on Trusted Sites – add “https://my.iit.edu” to your list of trusted sites.
3. Click on the **Custom Level...** button, then scroll down to **Downloads**; find “Automatic prompting for file downloads,” then click **Enable**.
4. Click **OK**, then **OK** again to save the settings. You will now be prompted to open or save (either one works) when running the report.

### 5.2. Issues That Require Support

Table 6, below, contains a list of problems that require administrator intervention. A user who encounters one of these problems should email the OTS Support Desk and describe it as a “Business Intelligence” problem.

**Table 6. Financial Reporting Dashboard Issues that Require Support**

<b>Problem Description</b>	<b>Contact</b>
User does not see Cognos icon in myIIT.	<a href="mailto:Supportdesk@iit.edu">Supportdesk@iit.edu</a>
Cognos portal does not look like picture in this user guide, and the user is running Internet Explorer.	<a href="mailto:Supportdesk@iit.edu">Supportdesk@iit.edu</a>
User does not see the correct Cognos Folders in the navigation channels.	<a href="mailto:Supportdesk@iit.edu">Supportdesk@iit.edu</a>
User gets an error message when trying to run a report shortcut.	<a href="mailto:Supportdesk@iit.edu">Supportdesk@iit.edu</a>
Shortcut runs but output is blank.	<a href="mailto:Supportdesk@iit.edu">Supportdesk@iit.edu</a>
Reports contain output for organizations the user should not see.	<a href="mailto:Supportdesk@iit.edu">Supportdesk@iit.edu</a>