**Cognos Training – Level II**

**Basic Report Writing in Financial Data Mart (FDM) -** **List Reports **

Cognos-DEV – <https://cognos-dev.udel.edu/cognos8>

Cognos (production) - <https://cognos.udel.edu/cognos8>

* Login with your **UDelNet ID** and **password**
* Under My Actions, choose  **Create professional reports (Report Studio)**



Navigate to the yellow content folder **FDM packages**, click on name

 

Click on **Financial Data Mart** package (blue folder)

This will launch **Report Studio**

Click **Create a new report or template**

Double-click the **List** icon 

There are five main areas in the **Report Studio** tool:

**Standard Toolbar**



**Insertable Objects** pane:

(default)

**Source** **Data Items** **Toolbox**

**Explorer Bar**

**Properties** pane

* **Page Explorer** (default)
* **Query Explorer**
* **Condition Explorer**

**Style Toolbar**

**Work Area**

**A. Create Basic Transaction Report**

1. Add the following 24 fields from  **UD Financial Data Mart/Financial Data Mart** package to the Work Area:

|  |  |  |
| --- | --- | --- |
| Field Name | Query Subject  | Folder  |
| PURPOSE  | Chart of Accounts | Purpose |
| PURPOSE DESCR | Chart of Accounts | Purpose |
| FISCAL\_YEAR | Trans Detail | Dates |
| ACCOUNTING\_PERIOD | Trans Detail | Dates |
| DEPTID | Chart of Accounts | Department |
| ACCOUNT | Chart of Accounts | Account |
| ACCOUNT\_DESCR | Chart of Accounts | Account |
| ACCOUNT\_TYPE | Chart of Accounts | Account |
| ACCOUNTING\_DT | Trans Detail |  |
| TRANSACTION\_DATE | Trans Detail |  |
| CLASS\_FLD | Chart of Accounts | Class |
| FUND\_CODE | Chart of Accounts | Fund |
| PROGRAM\_CODE | Chart of Accounts | Program |
| CHARTFIELD\_2 [Source] | Chart of Accounts | Chartfield2 |
| CHARTFIELD\_3 [UD UserField] | Chart of Accounts | Chartfield3 |
| PROJECT\_ID | Chart of Accounts | Project |
| LEDGER | Trans Detail | Ledger |
| TRANS\_DESCRIPTION | Trans Detail |  |
| TRANS\_SOURCE | Trans Detail |  |
| JOURNAL\_ID | Trans Detail |  |
| VNDR\_NAME1 | Trans Detail |  |
| VOUCHER\_ID1 | Trans Detail | Voucher |
| JRNL\_LN\_REF | Trans Detail |  |
| TRANS\_AMOUNT | Trans Detail |  |

1. Add 2 pre-written prompts  to your report

(Hint- scroll to the bottom of the Insertable Objects):

* Double-click **Purpose**
* Double-click **Between year and period**
1. Add Filter to only include ACTUALS Ledger and to exclude Statistics codes ENU and ENP
* Click anywhere in your report
* Click  in the Tool Bar



Note the two pre-written prompts created Filters

Click **Add** icon

1. Filter for **Ledger** (a field in the report):

4. Verify the expression is valid by clicking the **Validate** button



1. Click **Data Items**

5. Click **OK** once you get **No Errors**

No errors.

2. Double-click **LEDGER** to add it to the Expression Definition

3. Complete the expression by typing **=’ACTUALS’**

1. Filter for **Statistics Code** (a field NOT in your report):

4. Click the **Validate** button

(fill-in the prompts)



1. Stay on **Source** tab

5. Click **OK** once you get **No Errors**

2. Open  Trans Detail

 Open  Statistics Code

 Double-click on **STATISTICS\_CODE**

3. Complete the expression by typing **not in (‘ENP’ , ‘ENU’)**

1. Filter out transactions without a Journal ID:

4. Verify the expression is valid by clicking the **Validate** button



5. Click **OK** once you get **No Errors**

1. Click **Data Items** tab

2. Double-click **JOURNAL\_ID** to add it to the Expression Definition

3. Complete the expression by typing **<>’ ’**

(There is a space between the single quotes; the expression means Journal ID not equal to blank.)

1. Click **Save**  and choose **My Folders**, name it ***BASIC List - Trans Detail***
2. Run the report, by clicking 



1. Prompt page will appear with your previous values, click **OK**
2. **Cognos Viewer** will appear with the results
3. Navigate with scroll bars and links at the bottom
4. Close the window
5. Click **Save** 

**B. Modify the Transaction Report**

Now we’ll make modifications to the report from the Work Area using the Toolbars:

12

5

7

3

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6

1



13

1. Save the report with a new name
	1. Click **File**, select **Save As**, select **My Folders**
	2. Change name to ***BASIC Trans Detail - mod1***
2. Remove fields
	1. Click on column headings and then **Delete** 
	2. Suggestions – DEPTID, FUND\_CODE, CHARTFIELD2, ACCOUNT\_TYPE
	3. *Don’t delete LEDGER* – it will mess-up the filter you created
3. Sort by Fiscal Year, then Period and then Account
	1. Click the FISCAL\_YEAR heading and click **Sort** 
	2. Select **Sort Ascending**
	3. Repeat for ACCOUNTING\_PERIOD and ACCOUNT
4. Change column order
	1. Move JRNL\_LN\_REF to the right of JOURNAL\_ID
	2. Click & hold the JRNL\_LN\_REF heading, drag it to the left
	3. Drop it when you see the *thin* black line next to JOURNAL\_ID



1. Group by Purpose

Hint: this button  is also used to **Ungroup** a field.

* 1. Click on PURPOSE heading
	2. Click **Group** 
1. Save your work  and run the report 
2. Add totals and subtotals to Transaction Amount
	1. Click on TRANS\_AMOUNT heading
	2. Click **Aggregate** 
	3. Select **Total**
	4. This will create a subtotal for each Purpose and a total at the bottom
3. Group by Purpose Description, Fiscal Year and Period
	1. CTRL-Click on these headings: PURPOSE\_DESCR and FISCAL\_YEAR and ACCOUNTING-PERIOD
	2. Click **Group** 
4. Add Row Numbers as the first column
	1. In the **Insertable Objects** pane, click **Toolbox** 
	2. Scroll down to  **Row Number**
	3. Click it and drag in front of PURPOSE, drop it when you see the *thin* black line



1. Make Transaction Amount two decimal places
	1. Click TRANS\_AMOUNT *column* (it looks like **<TRANS\_AMOUNT>**)
	2. Go to the **Properties** pane (lower left)
	3. In the **Data** section, click **Data Format**
	4. Click the **Ellipses**  to open the Data Format window
	5. In **Format type** dropdown, select **Number**
	6. In Properties, click **No. of Decimal Places**
	7. Using dropdown, select **2**
	8. Click **OK**



1. Change Accounting and Transactions Dates to **mm/dd/yyyy** format
	1. Click ACCOUNTING\_DT *column* (it looks like **<ACCOUNTING\_DT>**)
	2. Go to the **Properties** pane (lower left)
	3. In the **Data** section, click **Data Format**
	4. Click the **Ellipses**  to open the Data Format window
	5. In **Format type** dropdown, select **Date**
	6. In Properties, click **Date Style** and select **Short**
	7. In Properties, click **Display Years** and select **Show Century**
	8. Click **OK**
	9. Repeat the process for TRANSACTION\_DATE
	10. Save your work 
2. Add a calculation for Percentage of Accounting Period Total
	1. CTRL-Click on ACCOUNT and ACCOUNT\_DESCR headings and click **Group** 
	2. Click TRANS\_AMOUNT heading, click **Aggregate** , and select **Total**
	3. This will create *many* totals that are not needed
	4. Scroll to the left until your Work Area look like below
	5. Delete these five (shown below), by highlighting the grey section and clicking :

 

HINT – if you accidentally delete the wrong one, use Undo  button.

[delete]

[delete – duplicate]

[delete – duplicate]

[delete]

[delete]

* 1. In the **Insertable Objects** pane, click **Toolbox** 
	2. Double-click  **Query Calculation**
	3. In the Create Calculation Name box, type: **% of Period Total**
	4. Click **OK**, this opens the Data Item Expression window
	5. In the Expression Definition:
	+ Type - **percentage(**
	+ Click  Data Items tab, double-click TRANS\_AMOUNT
	+ Type - [space] **for** [space]
	+ Double-click PURPOSE, FISCAL\_YEAR and ACCOUNTING\_PERIOD, putting a comma between them
	+ Type - **)**



* 1. Validate  the expression
	2. When you see “No errors.”, click **OK**
1. Create title
	1. At the top of the page, double click the words **Double click to edit text**
	2. In the Text box, type: **Transactions**
	3. Change the format of the title by highlighting the text and using the **Style Toolbar** just as you would in Word
		* Change the color, font, italicize, etc.
		* Highlight the entire title area and click **Left** 
2. Create dynamic title by adding Purpose, Fiscal Year and Period (from prompt choices)
	1. In the **Insertable Objects** pane, click **Toolbox** 
	2. Click  **Block** and drag to title area, release when black dotted line surrounds the title area
	3. Again click  **Block** and drag to title area under the title area
	4. Click  **Layout Calculation** and drag it into the middle block
	5. In the Report Expression window, click the **Parameters** tab 
	6. Double-click  **Select Purpose** and click **OK**
	7. Click  **Layout Calculation** and drag it into the bottom block
	8. In the Report Expression window, click the **Parameters** tab 
	9. Double-click  **from fiscal year and period** and click **OK**
	10. In the Toolbox, click  **Text Item** and drag it next to **<%ParamDisplay…%>** in the bottom block
	11. In the Text window, type: [space] [space] **thru** [space] [space]
	12. Click  **Layout Calculation** and drag it into the bottom block next to **thru**
	13. In the Report Expression window, click the **Parameters** tab 
	14. Double-click  **to fiscal year and period** and click **OK**
	15. **Run** the report  and then close **Cognos Viewer**
	16. **Save** you work 
3. Add text to Footer
	1. In the Insertable Objects pane, click Toolbox 
	2. Click  Block and drag to footer area, release when black dotted line surrounds the footer area
	3. Click  **Text Item** and drag it into the new box
	4. In the Text window, type: **Created by [your name]** and click **OK**
	5. Save your work 
4. Download to Excel
	1. Make sure your computer is setup properly to download to Excel (see instructions below)
	2. **Run** the report  and then close **Cognos Viewer**
	3. In Cognos Viewer, click the **View in **  button (upper right)
	4. Click 
	5. Click  or 
	6. Click **Open**
	7. When saving, rename the file to something meaningful

**Downloading to Excel**

Make these three setting changes in **Internet Explorer** (7.0 or higher)

If your preferred browser is **Firefox**, you only need to do #3

1. Tools/Internet Options/Security tab
	* Click **Trusted Sites**/**Sites** button,
	* Type **https://cognos-dev.udel.edu** in the top box and click **Add**
	* Click checkbox labeled **Require server verification…**
	* Click **Close** button
2. Tools/Internet Options/Security tab
	* In the section called **Security level for this zone**, click **Custom level**… button
	* Scroll to **Downloads**
	* **Automatic prompting for file downloads** – click **Enable**
	* **File download** – click **Enable**
	* **Are you sure you want to change the setting for this zone?** Click **Yes**
	* Click **OK** button
3. Tools/Pop-up Blocker/Pop-up Blocker Settings
	* Type **cognos-dev.udel.edu** in the top box and click **Add**
* Click checkbox - **Play a sound when pop-up is blocked**
* Click checkbox - **Show Information Bar when pop-up is blocked**
	+ Click **Close** button
1. Create a new Prompt for Account
	1. From My **Folders**, **Open**  the report, ***BASIC List - Trans Detail***
	2. Save it with new name (File/Save As) – ***BASIC List w new Prompt***
	3. Click anywhere in the report’s work area
	4. Click **Filter** 
	5. Click **Add** 
	6. In **Available Components**, click the **Data Items**  tab
	7. Double-click **ACCOUNT** to add it to the Expression Definition
	8. Type: **=?Account?** (Your expression should look like below.)



* 1. **Validate**  the expressions and click **OK** after you see “No errors.”
	2. **Save ** your work
	3. **Run**  the report

Note – In Step h. above, you could create this expression instead, where the prompt would allow *multiple* Account values:

**[ACCOUNT] in ?Account?**