

I  Cognos

Weinberg Research
Administration

March 8, 2018

Agenda

- Useful Cognos reports on Weinberg website
- Examples of Cognos reports
- Job Aids for Cognos Reports
- Best practices
- Error in Cognos report- what now?
- Research Portal
- Announcements

Useful Cognos reports on Weinberg website

<http://www.weinberg.northwestern.edu/staff/research-administration/award-management/cognos-reports.html>

They are grouped into several categories (Award set up, proposal prep, effort, reconciliations, projections)

Examples of Cognos reports

myHR reports

PED reports in Cognos

New myHR Dashboard (also includes PED reports)

Great news!!! Simplified Security for PED, effective 3/12

Examples of Cognos reports

- GM052- Faculty Proposal Activity
- ER001- **NEW!!!** Committed and Certified Effort
- GM044- Look up Negative Balances only
- GM092- **NEW!!!** Subcontract Monitoring
- GM093 and GM094

ER001

Committed and Certified Effort

How to get to the report.



Public Folders | My Folders | ERA Data Mart Status

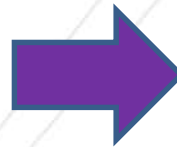
Public Folders

Name
Finance Facilities and Research Administration
PS_EPM_ADHOC
SES Reporting
myHR Reporting
Security & Audit Reports



Public Folders > Finance Facilities and Research Adminis

Name
InfoEd Reports
School
NUFin Ad Hoc Reports
User Documentation




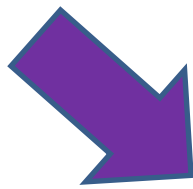
Name
ER001 - Committed and Certified Effort



Name
Budget/COA
Effort Reporting
Monthly Financial
Sponsored Programs Management
Supply Chain

Entries: 1 - 1

Name	Modified	Actions
  ER001 - Committed and Certified Effort	February 23, 2018 8:24:18 AM	   More...



Run with options - ER001 - Committed and Certified Effort

Select how you want to run and receive your report.

Format:

HTML

- HTML
- PDF
- Excel 2007
- Excel 2007 Data
- Excel 2002
- Delimited text (CSV)
- XML

View the report now

Print the report:

Printer location:

[Select a printer...](#)

Send me the report by email

Send the report to my mobile device

Prompt values:

No values saved

Prompt for values

Report Layout

Select whether the output should be grouped by Project ID (then Employee) OR by Employee (then Project ID).

- Group by Project ID, then Employee
- Group by Employee, then Project ID

Report Date Range

View committed and certified effort data that fall within the following date range. The start date must be on or after 9/1/2013.

Start Date

End Date

Project

Search by entering all or part of a Project ID or description.

Keywords:

Type one or more keywords separated by spaces.

Options

Results:

-
-

Choice:

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

Committed/Certified Effort

Select one of the effort output options.

- Both Committed & Certified Effort
- Only Committed Effort
- Only Certified Effort

Subprojects

Select whether you want subprojects included when a main project is selected. Use in combination with Project, Institution Number, or Principal Investigator prompts.

- Include subprojects with main projects
- Only include projects that are selected

Key Personnel for Committed Effort

Select whether you want to restrict committed effort to key personnel.

- Only include key personnel for committed effort
- Include all people for committed effort

Sponsored Projects

Select whether you want to restrict output to sponsored projects that begin with '6'.

- Include all projects
- Only sponsored projects

Institution Number

Search by entering all or part of an Institution Number (e.g. SP0012345, PROJ0012345).

Keywords:

Type one or more keywords separated by spaces.

Options

Results:

-
-

Choice:

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

Employee

Select employee whose effort will be shown on the report.

Keywords:

Type one or more keywords separated by spaces.

[Options](#) ▾

Results:

Choice:

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

Principal Investigator

Select PI whose projects will be included in the report.

Keywords:

Type one or more keywords separated by spaces.

[Options](#) ▾

Results:

Choice:

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

Tip: Only the first 300 results can be displayed in the Search & Select prompts.
Enter more information and search again to reduce the number of search results.

Financial Department

Select one or more financial departments by ID or description.

Keywords:

Type one or more keywords separated by spaces.

[Options](#) ▾

Results:

Choice:

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

Human Resources Department

Select one or more Human Resources departments by ID or description.

Keywords:

Type one or more keywords separated by spaces.

[Options](#) ▾

Results:

Choice:

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

Let's run a report!

Report Layout

Select whether the output should be grouped by Project ID (then Employee) OR by Employee (then Project ID).

- * Group by Project ID, then Employee
- Group by Employee, then Project ID

Report Date Range

View committed and certified effort data that fall within the following date range. The start date must be on or after 9/1/2013.

Start Date

* Sep 1, 2016

End Date

* Aug 31, 2017

[Select all](#) [Deselect all](#) [Select all](#) [Deselect all](#)

Employee

Select employee whose effort will be shown on the report.

Keywords:

Type one or more keywords separated by spaces.

Dahl

[Options](#)

Results:

- Dahl, Alan Lewis - 1020636
- Dahl, Amy Louise - 2047309
- Dahl, Carl Eric - 1080014
- Dahl, David L - 1009636
- Dahl, Margaret Elizabeth - 1095798
- Dahl, Patrick J - 1043246
- Dahl, Patrick M - 1088484
- Dahl, Thomas William - 1010059
- Dahlberg, Linda D - 1011534

Choice:

- Dahl, Carl Eric - 1080014

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

Principal Investigator

Select PI whose projects will be included in the report.

Keywords:

Type one or more keywords separated by spaces.

Job Aids for Cognos Reports

[Public Folders](#) > [Finance Facilities and Research Administration](#) > **User Documentation**

[Public Folders](#) > [Finance Facilities and Research Administration](#) > [User Documentation](#) > **Sponsored Projects**

Grants Management (GM) pdf with all reports related to Sponsored Projects

Common Practices

- How to look for a report with an acronym or partial name only?
- My Folders tab purpose
- Organizing Cognos reports by PI
- Scheduling Cognos reports

Errors in Cognos report- what to do?

- Email NUIT at consultant@northwestern.edu

Encumbered tuition lacking info for whom

Differences in a closed period report ran at different times

Research Portal

Changes coming! but for now:

- SubK look up (proposed budget, POs, payments)
- Payments
- Personnel

What changes?

Announcements

Office Hours

Research.gov

Salary in InfoEd NOT

NIH Biosketches

New courses for Spring and Summer just released from Workplace Learning (HRD#)