I love 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.
Northwestern

ER001 - Committed and Certified Effort

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: Mar 7, 2018
- End Date: Mar 7, 2018

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 '0'.
- Include all projects
- Only sponsored projects

Institution Number
Search by entering all or part of an Institution Number (e.g. SP0012345, PR00012345).

Keywords:
Type one or more keywords separated by spaces.

Options:
Search

Results:
Select/Unselect

Choice:
Insert
Remove

Select/Unselect

Select/Unselect
Employee
Select employees whose effort will be shown on the report.
Keywords:
Type one or more keywords separated by spaces.
Options
Results:
Choice:

Principal Investigator
Select PI whose projects will be included in the report.
Keywords:
Type one or more keywords separated by spaces.
Options
Results:
Choice:

Financial Department
Select one or more financial departments by ID or description.
Keywords:
Type one or more keywords separated by spaces.
Options
Results:
Choice:

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:

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.

Cancel  Finish
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, 2015

**End Date**
Aug 31, 2017

**Employee**
Select employee whose effort will be shown on the report.

**Keywords:**
Type one or more keywords separated by spaces.

- Dahl

**Options**

**Results:**
- Dahl, Alen 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

**Principal Investigator**
Select PI whose projects will be included in the report.

**Keywords:**
Type one or more keywords separated by spaces.

- Dahl, Carl Eric - 1080014

**Choice:**
Dahl, Carl Eric - 1080014
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#)