



*Accounting and Financial Services*

BI & ANALYTICS

## **TRS REPORTING GUIDE** **(COGNOS WEB PORTAL USER GUIDE)**

<b>Date</b>	<b>Version</b>	<b>Change Reference</b>
04/29/2016	1.0	First Release
05/10/2016	1.1	Export and Report view features added

### **About this User Guide:**

This document contains an introduction to the Cognos web portal and step-by-step instructions for logging into Cognos and navigating the TRS reports.

### **\*Browser Compatibility for viewing Cognos reports:**

Cognos user's report viewing experience may differ based on the browser used by the user. Cognos Web portal is compatible to work on most of the Web browsers such as Chrome, Firefox, IE and Safari. Users may not be able to use full report features in Safari browser.

## Table of Contents

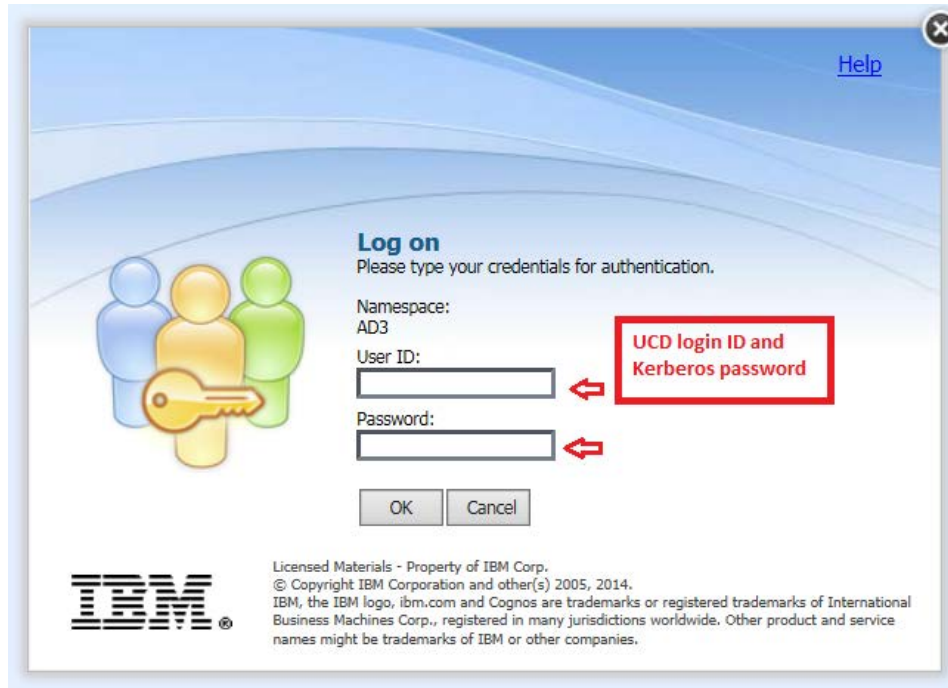
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## Accessing Cognos Portal

- 1) Link to Cognos portal (**Production**):

<http://afs-bi.ucdavis.edu/>

- 2) Accessing above mentioned link will take the user to below screen. Please use your current UCD login ID and Kerberos password to login.



The image shows a Windows-style dialog box titled "Log on" with a blue header and a close button in the top right corner. The background features a blue wave pattern. On the left, there is an illustration of three stylized human figures (blue, orange, and green) with a large yellow key in front of them. The text "Log on" is in bold, followed by "Please type your credentials for authentication." Below this, the "Namespace:" is set to "AD3". The "User ID:" field is empty, and the "Password:" field is also empty. A red box highlights the "User ID:" field with the text "UCD login ID and Kerberos password" and a red arrow pointing to the field. Another red arrow points to the "Password:" field. At the bottom, there are "OK" and "Cancel" buttons. The IBM logo is in the bottom left corner, and copyright information is in the bottom right corner.

Help

**Log on**  
Please type your credentials for authentication.

Namespace:  
AD3

User ID:

Password:

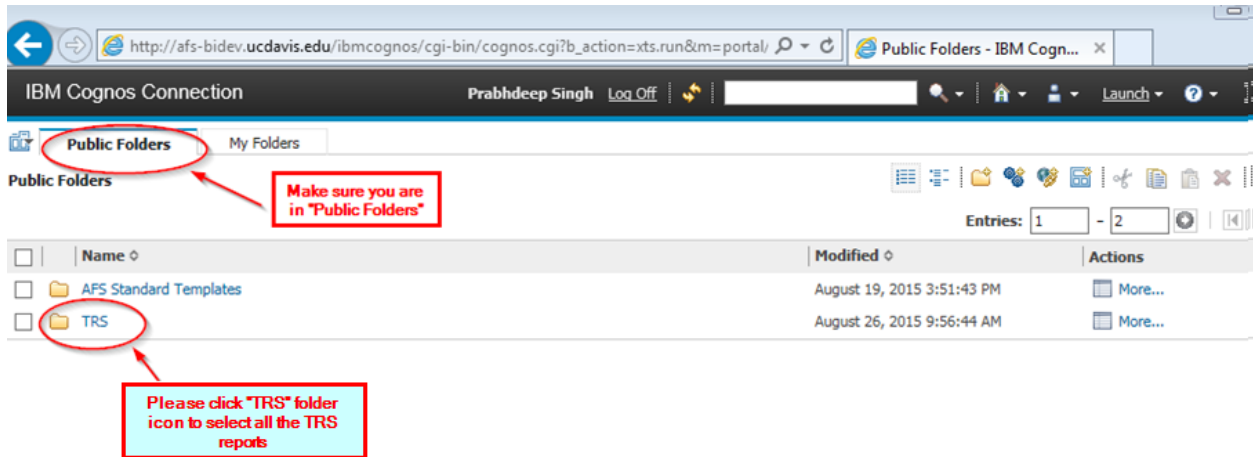
OK Cancel

**IBM**

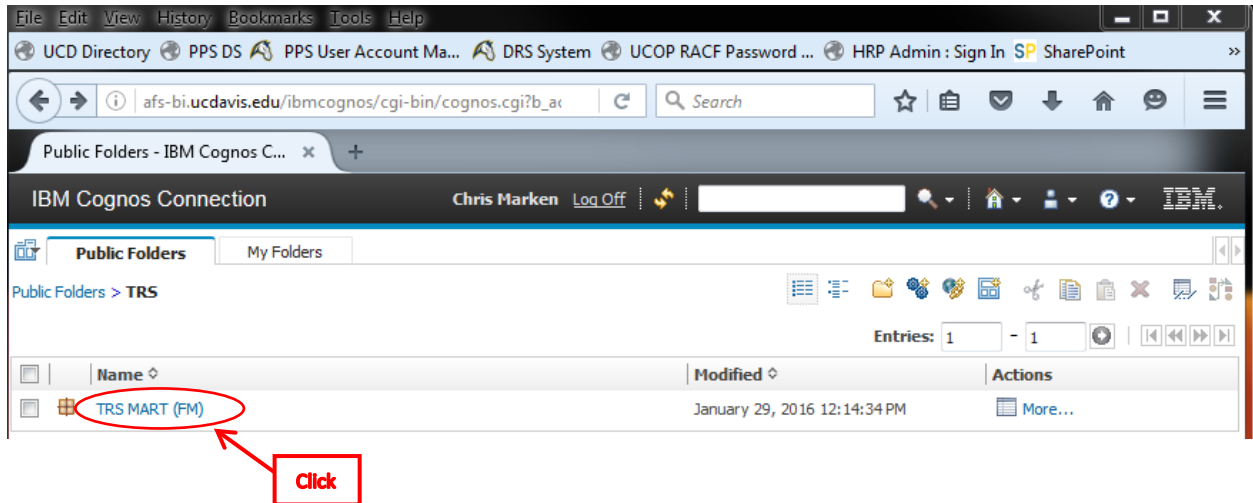
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## Accessing TRS Reports

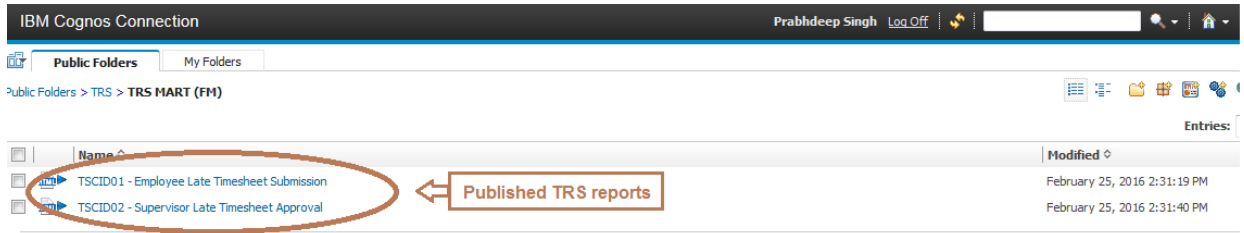
- 3) After a successful logon, users will see below screen. Please make sure you select "Public Folders" if not already selected. Click "TRS" folder to access all TRS reports.



- 4) Click "TRS MART (FM)".



5) Select one of the published TRS reports.



## Sample Report

6) Example use of "TSCID01 - Employee Late Timesheet Submission" report

Default view of the report:

IBM Cognos Viewer - TSCID01 - Employee Late Timesheet Submission v0.6 Prabhdeep

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**TSCID01 - Employee Late Timesheet Submission**

Filters Selected:  
Division: Period Date Range (From):  
Dept: Period Date Range (To):

Div Title	Dept Title	Dept Cd	Empl Id	Empl Last Nm	Empl First Nm	Pay Period Start Dt	Pay Period End Dt	Pay Schedule Desc	Times Late
No Records Found.									

**Report Prompts**

Employee Id (Optional):

Period Date Range (Optional):  
Default: Last 90 Days  
From: Aug 14, 2015  
To: Nov 12, 2015

Pay Schedule (Optional):  
 biweekly cycle  
 monthly cycle  
[Deselect](#)

Division Title (Optional):  
 accounting  
 campus planning  
 vp - agriculture  
[Select all](#) [Deselect all](#)

Dept Title (Optional):

**Submit**

## Report Prompts / Report Filters

- 7) Users can run the report after selecting the "Report Prompts" also known as report filters. These report filters are optional. Please hit "Submit" after selecting the desired filters to see the report results.

IBM Cognos Viewer - TSCID01 - Employee Late Timesheet Submission v0.6 Prabh

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**TSCID01 - Employee Late Timesheet Submission**

**Filters Selected:**  
Division: \_\_\_\_\_ Period Date Range (From): \_\_\_\_\_  
Dept: \_\_\_\_\_ Period Date Range (To): \_\_\_\_\_

Div Title	Dept Title	Dept Cd	Empl Id	Empl Last Nm	Empl First Nm	Pay Period Start Dt	Pay Period End Dt	Pay Schedule Desc	Times Late
No Records Found.									

**Report Prompts**

Employee Id (Optional):

Period Date Range (Optional):  
Default: Last 90 Days

From:

To:

Pay Schedule (Optional):  
 biweekly cycle  
 monthly cycle  
[Deselect](#)

Division Title (Optional):  
 accounting  
 campus planning  
 vp - agriculture  
[Select all](#) [Deselect all](#)

Dept Title (Optional):

**After Selecting the optional filters, always hit "Submit" to see the results.**

# Sample Report Results Using Filters

8) Report results after selecting the report filters and Submitting:

IBM Cognos Viewer - TSCID01 - Employee Late Timesheet Submission v0.6
Prabhdeep Singh [Log Off](#) [Home](#) [About](#)

Keep this version
Print
Export
Add this report

---

### TSCID01 - Employee Late Timesheet Submission

**Filters Selected:**  
 Division: accounting, campus planning, vp - agriculture      Period Date Range (From): Jan 1, 2013  
 Dept: 4 h foundation, acctg - cornwell, acctg - gen acctg - masters, acctg - general acctg, acctg - payroll, acctg-accts payable, acctg-risrch, occupational health services, payroll special handling, vc planning, fac & safety      Period Date Range (To): Nov 12, 2015

Nov 12, 2015

Div Title	Dept Title	Dept Cd	Empl Id	Empl Last Nm	Empl First Nm	Pay Period Start Dt	Pay Period End Dt	Pay Schedule Desc	Times Late		
campus planning	occupational health services	062100	056069180	youm	mary	Jul 20, 2014	Aug 2, 2014	biweekly cycle	8		
						Sep 14, 2014	Sep 27, 2014	biweekly cycle	8		
						Nov 23, 2014	Dec 6, 2014	biweekly cycle	8		
						Jan 18, 2015	Jan 31, 2015	biweekly cycle	8		
						Feb 1, 2015	Feb 14, 2015	biweekly cycle	8		
						May 10, 2015	May 23, 2015	biweekly cycle	8		
						Jul 5, 2015	Jul 18, 2015	biweekly cycle	8		
						Jul 19, 2015	Aug 1, 2015	biweekly cycle	8		
						Aug 18, 2013	Aug 31, 2013	biweekly cycle	11		
			148199698	olowoyeye		ibiyemi		Sep 15, 2013	Sep 28, 2013	biweekly cycle	11
								Sep 29, 2013	Oct 12, 2013	biweekly cycle	11
								Oct 13, 2013	Oct 26, 2013	biweekly cycle	11
								Oct 27, 2013	Nov 9, 2013	biweekly cycle	11
								Feb 16, 2014	Mar 1, 2014	biweekly cycle	11
								Apr 27, 2014	May 10, 2014	biweekly cycle	11
								May 25, 2014	Jun 7, 2014	biweekly cycle	11
								Jun 22, 2014	Jul 5, 2014	biweekly cycle	11
								Sep 28, 2014	Oct 11, 2014	biweekly cycle	11
								Jun 21, 2015	Jul 4, 2015	biweekly cycle	11
326772373	clift		keavagh		Dec 21, 2014	Jan 3, 2015	biweekly cycle	9			

**Report Prompts**

**Employee Id (Optional):**

**Period Date Range (Optional):**  
 Default: Last 90 Days  
 From:    
 To:

**Pay Schedule (Optional):**  
 biweekly cycle  
 monthly cycle  
[Deselect](#)

**Division Title (Optional):**  
 accounting  
 campus planning  
 vp - agriculture  
[Select all](#) [Deselect all](#)

**Dept Title (Optional):**  
 4 h foundation  
 acctg - cornwell  
 acctg - gen acctg - masters  
[Select all](#) [Deselect all](#)

Results after selecting the desired filters and "Submit"

## Report Navigation

- 9) The report generated may have multiple pages generated based on the user selected filter values. The report does not show the number of pages of data generated on the report interface. Page Down link will cause the next page to be shown in the viewing area of the report. Please use "Page up", "Page Down", "Top", "Bottom" links to navigate through different pages in the report. "Page up" and "Page Down" will take user one page up and one page down in the report respectively. "Top" will take user to first page of the report generated. "Down" will take user to end of the report result set.

**TSCID03 - DTA Late Timesheet Submission**

**Filters Selected:**  
 Division: \_\_\_\_\_ Period Date Range (From): Jan 1, 2015  
 Dept: \_\_\_\_\_ Period Date Range (To): Dec 1, 2015

Div Title	Dept Title	Dept Cd	DTA Id	DTA Last Nm	DTA First Nm	Pay Period Start Dt	Pay Period End Dt	Pay Schedule Desc	No Of Times Late	Report Filters
campus planning	occupational health services	062100	388641292	zimmerman	lori	Jan 1, 2015	Jan 31, 2015	monthly cycle	3	<b>DTA Id (Optional):</b> <input type="text"/> <b>Period Date Range (Optional):</b> Default: Last 90 Days From: <input type="text" value="Jan 1, 2015"/> <input type="button" value="Calendar"/> To: <input type="text" value="Dec 1, 2015"/> <input type="button" value="Calendar"/> <b>Pay Schedule (Optional):</b> <input type="radio"/> biweekly cycle <input checked="" type="radio"/> monthly cycle <a href="#">Deselect</a> <b>Division Title (Optional):</b> <input type="checkbox"/> accounting <input type="checkbox"/> campus planning <input type="checkbox"/> vp - agriculture
			641014204	barba	leticia	Jul 5, 2015	Jul 18, 2015	biweekly cycle	1	
			712551233	means	brenda	Feb 1, 2015	Feb 28, 2015	monthly cycle	1	
						Mar 1, 2015	Mar 31, 2015	monthly cycle	6	
						Apr 1, 2015	Apr 30, 2015	monthly cycle	7	
						May 1, 2015	May 31, 2015	monthly cycle	6	
						Jun 1, 2015	Jun 30, 2015	monthly cycle	6	
						Jan 1, 2015	Jan 31, 2015	monthly cycle	3	
						Feb 1, 2015	Feb 28, 2015	monthly cycle	2	
						Mar 1, 2015	Mar 31, 2015	monthly cycle	3	
	vc planning, fac & safety	062101	580662161	ricks	lois	Jan 1, 2015	Jan 31, 2015	monthly cycle	3	
						Feb 1, 2015	Feb 28, 2015	monthly cycle	2	
						Mar 1, 2015	Mar 31, 2015	monthly cycle	3	
						monthly cycle	5			
			798634366	gracia	vicki	Jul 1, 2015	Jul 31, 2015	monthly cycle	6	
						monthly cycle	6			
vp - agriculture	4 h foundation	062098	183216225	pohl	ann	Jan 1, 2015	Jan 31, 2015	monthly cycle	2	
						Feb 1, 2015	Feb 28, 2015	monthly cycle	1	
						Mar 1, 2015	Mar 31, 2015	monthly cycle	1	
						Apr 1, 2015	Apr 30, 2015	monthly cycle	1	
						May 1, 2015	May 31, 2015	monthly cycle	2	

Page Down link will cause the next page to be shown in the viewing area of the report. Please use these keys to navigate through different pages in the report.

Top Page up Page down Bottom



## Exporting Report to Excel, PDF and Other File Formats

10) Reports can also be viewed to PDF, Excel, CSV files. When you run a report in a format such as delimited text (CSV), Microsoft Excel spreadsheet software format (XLS), the IBM Cognos report name is used as the exported file name.

- **View in Excel 2007 data:** This format is a simple table view that is best for working with your data in Excel after you've downloaded it. It will download an .xlsx file.
- **View in Excel 2007 format:** This is a formatted view of your data that mimics the look of the Cognos report. It will download an .xlsx file.
- **View in Excel 2002 format:** If you have Excel 2007 or later, we do not recommend using this format at this time.
- **View in CSV format:** This is a simple table that is in comma separated values format, which is easily read by other programs. It will be saved with a .xls extension, and by default, it will be opened in Excel.
- **View in PDF format** enables the users to generate the report output in PDF format. To view the PDF generated report, users should have Adobe PDF readers installed on their computers.
- By default when you run a report, report will be displayed in HTML format. To view report in PDF please click "View in PDF Format" as shown in below screenshot 1. You can Download the PDF version of the report from a PDF download button as shown in Screenshot 2 To go back to the HTML version of the report please click/select "View in HTML Format"
- Please contact your departments System Administrators to install MS Excel or Adobe PDF readers on your machines if not already installed.

### Screenshot 1 – View in different formats

IBM Cognos Viewer - TSCID01 - Employee Late Timesheet Submission v0.6

Prabhdeep Singh Log Off About

Keep this version Add this report

**TSCID01 - Employee Late Timesheet Submission**

Filters Selected:  
 Division: accounting, campus planning, vp - agriculture  
 Dept: 4 h foundation, acctg - cornwell, acctg - gen acctg - masters, acctg - general acctg, acctg - payroll, acctg-accts payable, acctg-risch, occupational health services, payroll special handling, vc planning, fac & safety  
 Period Date Range (From): Jan 1, 2013  
 Period Date Range (To): Nov 12, 2015

Options to export the report results in PDF, Excel and other formats by clicking this button.

Div Title	Dept Title	Dept Cd	Empl Id	Empl Last Nm	Empl First Nm	Pay Period Start Dt	Pay Period End Dt	Pay Schedule Desc	Times Late
campus planning	occupational health services	062100	056069180	youm	mary	Jul 20, 2014	Aug 2, 2014	biweekly cycle	8
						Sep 14, 2014	Sep 27, 2014	biweekly cycle	8
						Nov 23, 2014	Dec 6, 2014	biweekly cycle	8
						Jan 18, 2015	Jan 31, 2015	biweekly cycle	8
						Feb 1, 2015	Feb 14, 2015	biweekly cycle	8
						May 10, 2015	May 23, 2015	biweekly cycle	8
						Jul 5, 2015	Jul 18, 2015	biweekly cycle	8
						Jul 19, 2015	Aug 1, 2015	biweekly cycle	8
						Aug 18, 2013	Aug 31, 2013	biweekly cycle	11
						Sep 15, 2013	Sep 28, 2013	biweekly cycle	11
			148199698	olowoyeye	ibiyemi	Sep 29, 2013	Oct 12, 2013	biweekly cycle	11

Report Prompts

Employee Id (Optional):

Period Date Range (Optional):  
 Default: Last 90 Days  
 From: Jan 1, 2013  
 To: Nov 12, 2015

## Screenshot 2 – PDF download

IBM Cognos Viewer - TSCID01 - Employee Late Timesheet Submission

Cognos Account Log Off Home Back About IBM

Keep this version Automatic Zoom Add this report

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TSCID01 - Employee Late Timesheet Submission May 10, 2016

Filters Selected:  
Division: \_\_\_\_\_ Period Date Range (From): \_\_\_\_\_  
Dept: \_\_\_\_\_ Period Date Range (To): \_\_\_\_\_

Div Title	Dept Title	Dept Cd	Empl Last Nm	Empl First Nm	Empl Id	Times Late	Pay Schedule Desc	Pay Period Start Dt	Pay Period End Dt	Report Prompts
Agriculture	Ag & Resource Economics	030010	Aderonmu	Oluwafunmike	934635400	3	Biweekly Cycle	Feb 14, 2016	Feb 27, 2016	Employee Id
								Mar 13, 2016	Mar 26, 2016	

## Create a Dynamic Report View

11) A “report view” is a copy of a report that is stored in your personal folders. A production report can be copied into a report view in a personal folder.

Please follow below screenshots for directions to create, save and access saved Report views.

IBM Cognos Connection Cognos Account Log Off

Public Folders My Folders

Public Folders > TRS > TRS MART (FM)

Name	Modified	Action
TSCID01 - Employee Late Timesheet Submission	May 5, 2016 4:54:04 PM	More...
TSCID02 - Supervisor Late Timesheet Approval	February 25, 2016 2:30:01 PM	More...
TSCID03 - DTA Late Timesheet Submission	February 25, 2016 2:30:20 PM	More...

Button to create report view

Create a report view of this report



**Specify a name and description - New Report View wizard**

Specify a name and location for this entry. You can also specify a description and screen tip.

**Name:**

**Description:**

**Screen tip:**

**Location:**  
*None*

Mention Report View name and Description

Select the location to save Report view and click Finish



**IBM Cognos Connection**

Public Folders > TRS > TRS MART (FM)

<input type="checkbox"/>	Name
<input type="checkbox"/>	TSCID01 - Employee Late Timesheet Submission
<input type="checkbox"/>	TSCID02 - Supervisor Late Timesheet Approval
<input type="checkbox"/>	TSCID03 - DTA Late Timesheet Submission

Click "My Folders" to access saved Report view.



After accessing this report view in "My Folders", users can still filter through "Report Prompts"

**IBM Cognos Connection**

**My Folders**

<input type="checkbox"/>	Name
<input type="checkbox"/>	Report View of TSCID01 - Employee Late Timesheet Submission Report view

Saved Reportview

## Create a Static Report View

12) You can also open the report, select the "Report prompts", "Submit" the report and "Save as Report View" from the report page result page itself. This shall save the report view with selected Report prompts and save it to your specified folder. So every time you run this report from the saved report view, reports shall always display with preselected/saved prompts.

IBM Cognos Viewer - TSCID01 - Employee Late Timesheet Submission

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Keep this version | Email Report... | Save as Report View...

**Save as Report view with pre select Report prompts**

**TSCID01 - Employee Late Timesheet Submission**

Filters Selected: Division: Period Date Range (From): Oct 1, 2015  
Dept: Period Date Range (To): May 10, 2016

Div Title	Dept Title	Dept Cd	Empl Last Nm	Empl First Nm	Empl Id	Times Late	Pay Schedule Desc	Pay Period Start Dt	Pay Period End Dt	Report Prompts
Agriculture	Ag & Resource Economics	030010	Aderonmu	Oluwafunmike	934635400	1	Biweekly Cycle	Feb 14, 2016	Feb 27, 2016	<b>Employee Id (Optional):</b> <input type="text"/>  <b>Period Date Range (Optional):</b> Default: Last 90 Days From: <input type="text"/> To: <input type="text"/>
			Anderson	Nina	414797282	11	Biweekly Cycle	Sep 27, 2015	Oct 10, 2015	
							Oct 11, 2015	Oct 24, 2015		
							Oct 25, 2015	Nov 7, 2015		
							Nov 8, 2015	Nov 21, 2015		
							Nov 22, 2015	Dec 5, 2015		
							Dec 6, 2015	Dec 19, 2015		
							Dec 20, 2015	Jan 2, 2016		
							Jan 3, 2016	Jan 16, 2016		
							Jan 17, 2016	Jan 30, 2016		

In Static report view users can only view static data in the report view saved earlier and report cannot be filtered further through "Report Prompts" as shown below. Also this view cannot be viewed in PDF or excel and is only viewable in HTML.

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**TSCID01 - Employee Late Timesheet Submission**

Filters Selected: Division: Period Date Range (From): Oct 1, 2015  
Dept: Period Date Range (To): May 10, 2016

**Static Filters. Cannot be filtered**

Div Title	Dept Title	Dept Cd	Empl Last Nm	Empl First Nm	Empl Id	Times Late	Pay Schedule Desc	Pay Period Start Dt	Pay Period End Dt	Report Prompts
Agriculture	Ag & Resource Economics	030010	Aderonmu	Oluwafunmike	934635400	3	Biweekly Cycle	Feb 14, 2016	Feb 27, 2016	<b>Employee Id (Optional):</b> <input type="text"/>  <b>Period Date Range (Optional):</b> Default: Last 90 Days From: <input type="text"/> To: <input type="text"/>  <b>Pay Schedule (Optional):</b> <input type="text"/>  <b>Division Title (Optional):</b> <input type="text"/>  <b>Dept Title (Optional):</b> <input type="text"/>
									Mar 13, 2016	
								Apr 10, 2016	Apr 23, 2016	
			Anderson	Nina	414797282	14	Biweekly Cycle	Sep 27, 2015	Oct 10, 2015	
								Oct 11, 2015	Oct 24, 2015	
								Oct 25, 2015	Nov 7, 2015	
								Nov 8, 2015	Nov 21, 2015	
								Nov 22, 2015	Dec 5, 2015	
								Dec 6, 2015	Dec 19, 2015	
								Dec 20, 2015	Jan 2, 2016	
								Jan 3, 2016	Jan 16, 2016	
								Jan 17, 2016	Jan 30, 2016	
								Jan 31, 2016	Feb 13, 2016	
								Feb 14, 2016	Feb 27, 2016	
								Feb 28, 2016	Mar 12, 2016	
								Mar 13, 2016	Mar 26, 2016	

## Error Messages

- 13) If user gets the message "No Records Found", it could either be that there are no records present in the database matching the Filter criteria or the date range selected is outside the "Data retention criteria" for the application.

IBM Cognos Viewer - TSCID01 - Employee Late Timesheet Submission v0.6 Prabhdeep Singh Log Off

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**TSCID01 - Employee Late Timesheet Submission**

**Filters Selected:**  
Division: accounting, campus planning, vp - agriculture Period Date Range (From): Sep 1, 2015  
Dept: 4 h foundation, acctg - cornwell, acctg - gen acctg - masters, acctg - general acctg, acctg - payroll, acctg-accts payable, acctg-risch, occupational Period Date Range (To): Nov 12, 2015  
health services, payroll special handling, vc planning, fat & safety

Div Title	Dept Title	Dept Cd	Empl Id	Empl Last Nm	Empl First Nm	Pay Period Start Dt	Pay Period End Dt	Pay Schedule Desc	Times Late	Report Prompts
No Records Found.										

**Report Prompts**

**Employee Id (Optional):**

**Period Date Range (Optional):**  
Default: Last 90 Days  
From:

No data found in the report after selecting desirable options and Submit

- 14) To return to report list, please hit the back button shown in below screenshot:

http://afs-bidev.ucdavis.edu/ibmcognos/cgi-bin/cognos.cgi?b\_action=cognosViewer&ui.action=run&ui.object... TSCID01 - Employee Late T...

IBM Cognos Viewer - TSCID01 - Employee Late Timesheet Submission v0.6 Prabhdeep Singh Log Off About IBM

Keep this version | [Icons] | Add this report

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**TSCID01 - Employee Late Timesheet Submission** Nov 12, 2015

**Filters Selected:**  
Division: Period Date Range (From):  
Dept: Period Date Range (To):

Div Title	Dept Title	Dept Cd	Empl Id	Empl Last Nm	Empl First Nm	Pay Period Start Dt	Pay Period End Dt	Pay Schedule Desc	Times Late	Report Prompts
No Records Found.										

**Report Prompts**

**Employee Id (Optional):**

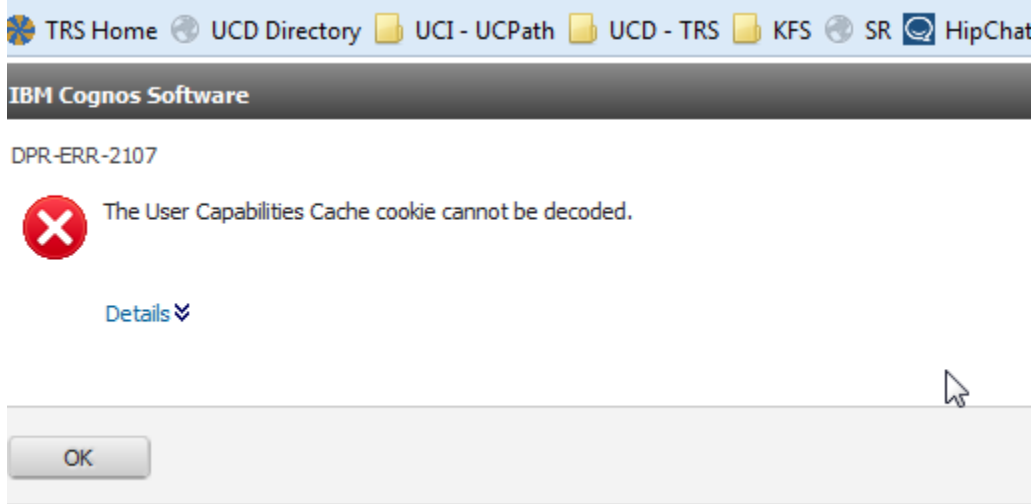
**Period Date Range (Optional):**  
Default: Last 90 Days  
From:

Users access other reports by clicking on this Link

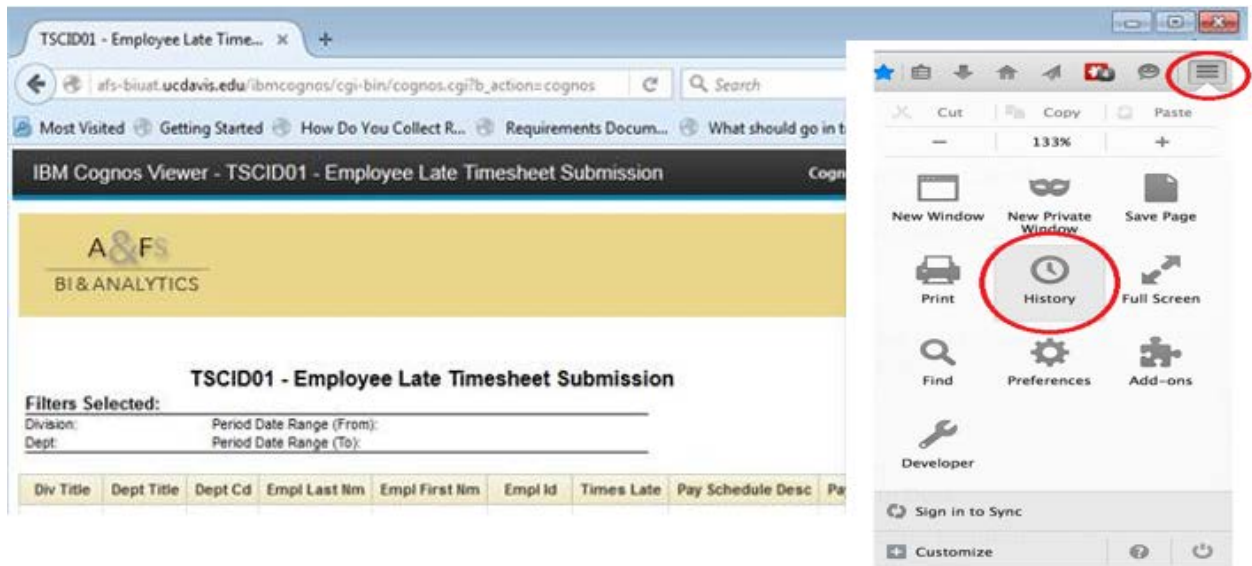
# Clearing Browser History

15) How to Clear History for Different Browsers:

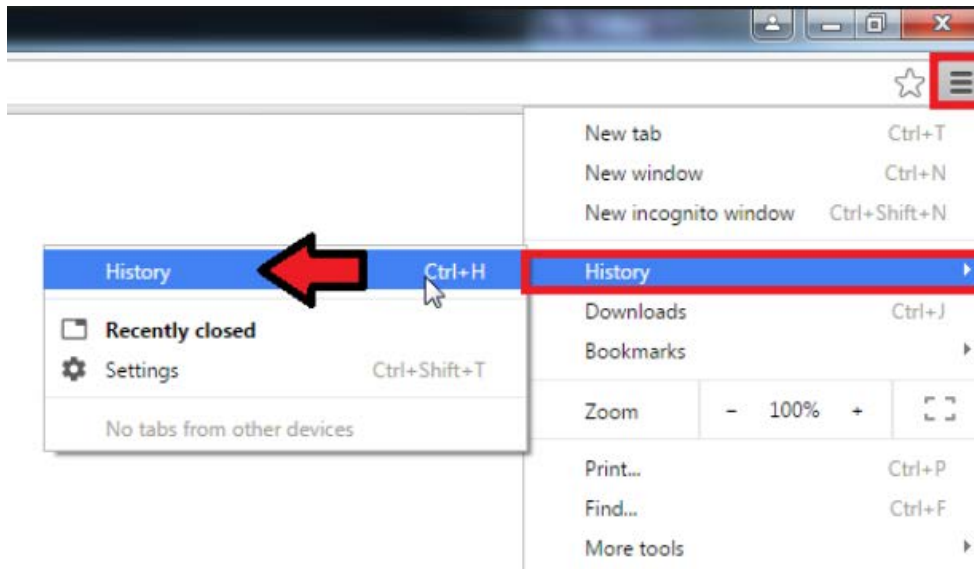
If Users see bellow error message while trying to login please clear your browser history and then try logging in again.



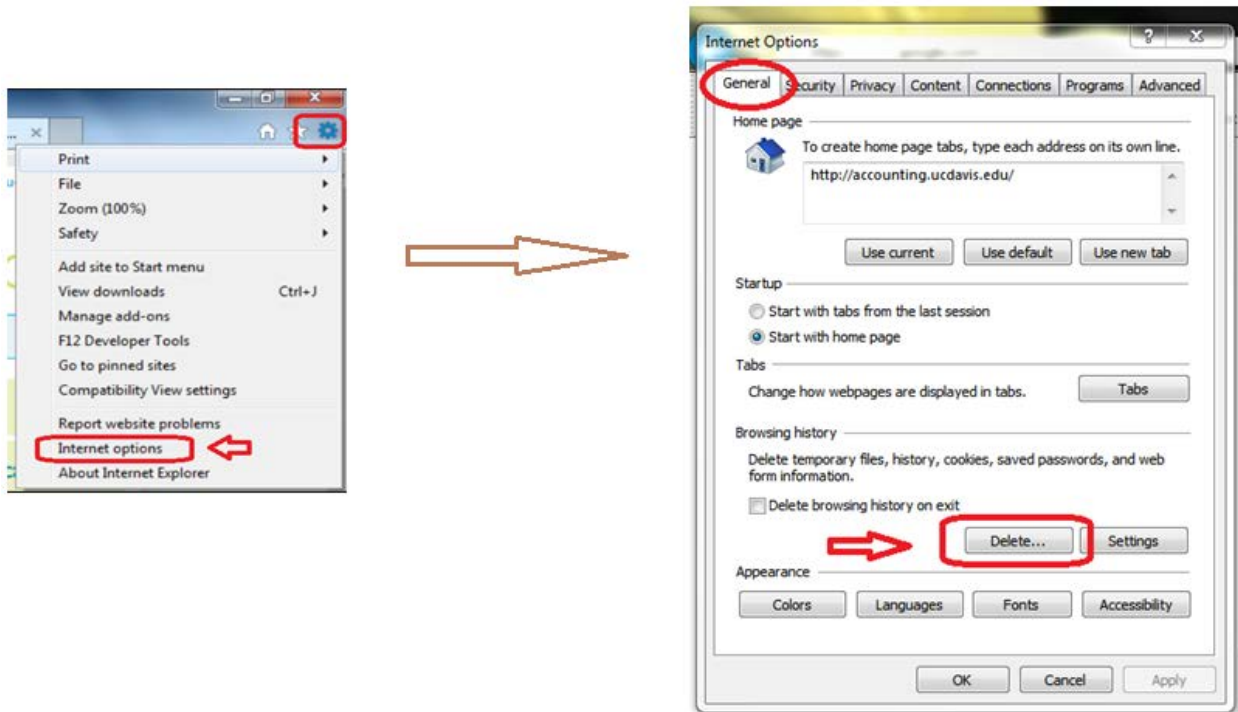
Clear History for Firefox browser



For Google Chrome:



For Internet Explorer:



## Report Tips

- All report prompts/filters are optional. If no search criteria is entered before clicking the Submit button, the default settings will return all late time submissions or late approval results for the past two fiscal years to current.
- The message “No Records Found”, indicates there are no records present in the database matching the Filter criteria or the date range selected is outside the “Data retention criteria” for the application.
- If the word “Default” appears within the supervisor name columns of the Supervisor Late Approvals report, this generally indicates the supervisor is not an active employee in the Payroll/Personnel System (PPS), but rather is a UC Davis Temporary Affiliate (TAF).
- The search results may generate from one to multiple pages based on the search criteria selected. Use “Page up”, “Page Down”, “Top”, “Bottom” links to navigate through different pages in the report. The “Page up/Page down” buttons are located in the lower left corner of the results page.
- “Email Report” feature is currently not open on the Cognos report.
- Have questions or need help with the use of these reports? Feel free to contact the TRS Help Desk at [trshelp@ucdavis.edu](mailto:trshelp@ucdavis.edu).