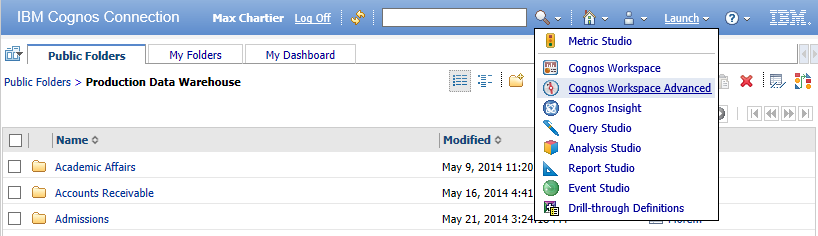
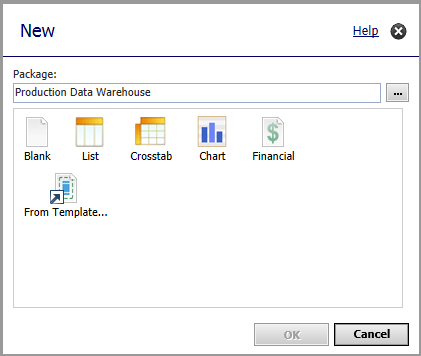
**Cognos Workspace Advanced**

**Basic Finance Report**

1. Login to Cognos and navigate to the Production Data Warehouse
2. In the upper right-hand corner of the page, click the Launch dropdown menu
3. Select Cognos Workspace Advanced

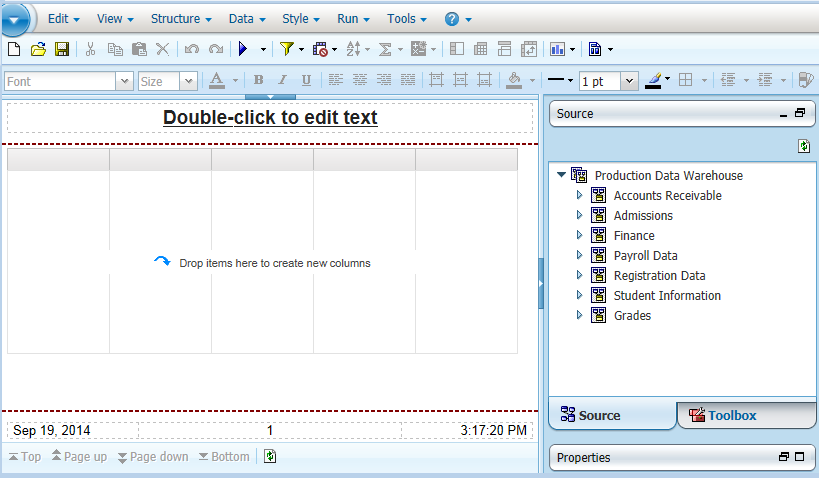


1. Select Create new
2. Select List
3. Click OK



1. Note the Work Area, Content pane, Menu Bar and Toolbar

Menu Bar

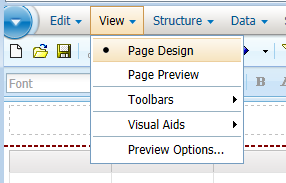


Work Area

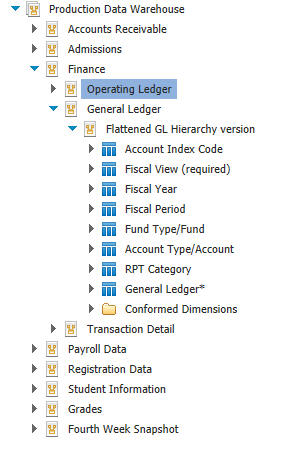
Content

Toolbar

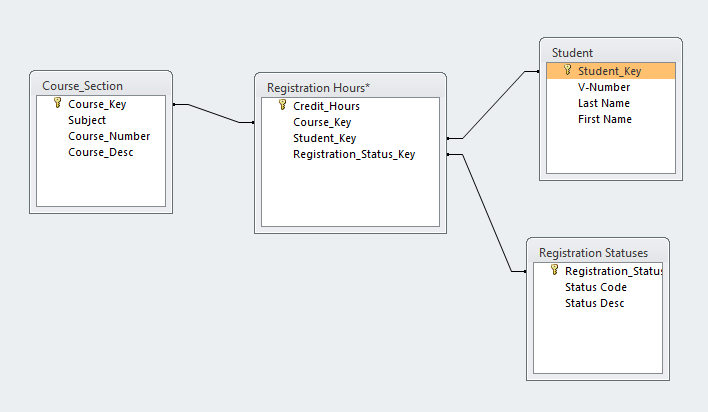
1. By default, the report is in Page Preview mode. This means that every time you add a new field, the report will run while adding that field. To speed up report development, we can turn that off.

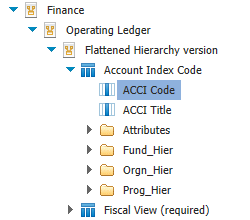


* 1. Click on the View dropdown menu
  2. Select Page Design

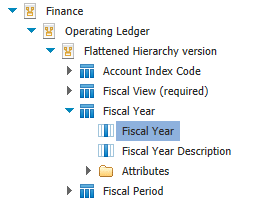


1. In the Content pane, expand the folder for Finance
2. Expand the folder for General Ledger
3. Expand the folder for Flattened GL Hierarchy version
4. Facts and Dimensions
   1. Fact Table\* - contains the data corresponding to a particular business process, typically numeric (Operating Ledger is an exception to this rule)
   2. Dimension - contain details about each instance of an object

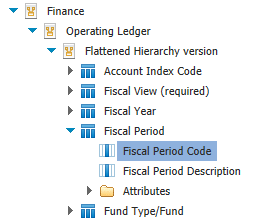




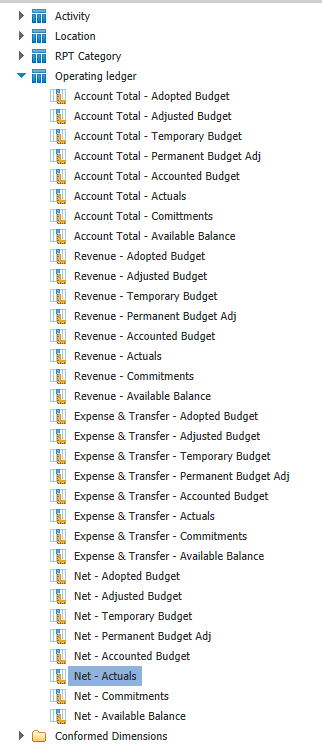
1. Expand the folder for Operating Ledger
2. Expand the folder for Flattened Hierarchy version
3. Expand the folder for Account Index Code
4. Double click ACCI Code to add it to the report



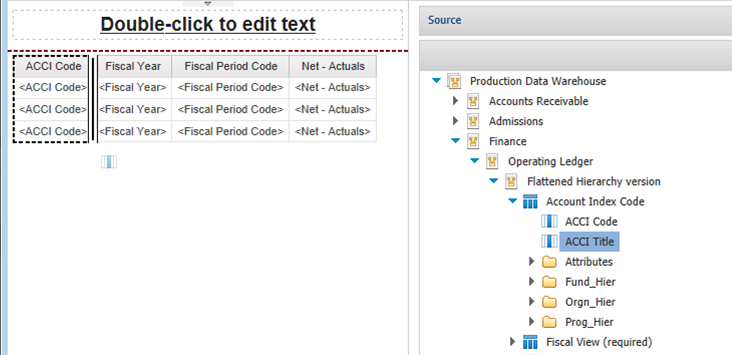
1. Expand the folder for Fiscal Year
2. Double click Fiscal Year to add it to the report

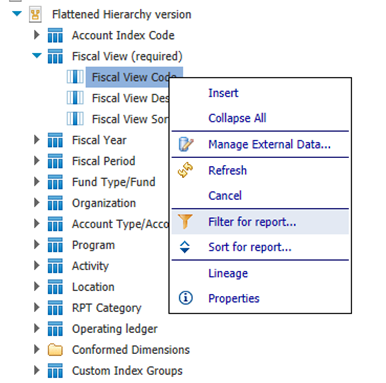


1. Expand the folder for Fiscal Period
2. Double click Fiscal Period Code to add it to the report

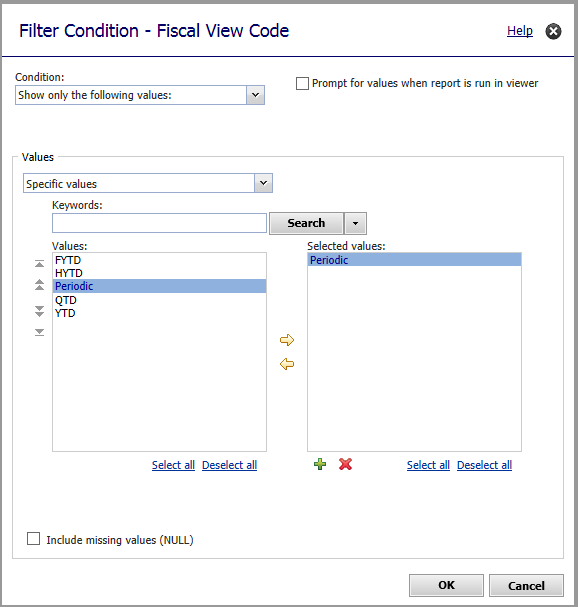


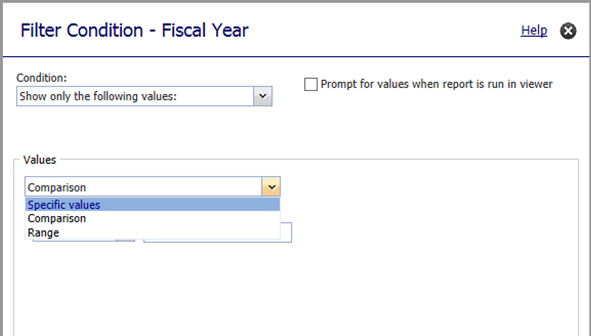
1. Expand the folder for Operating Ledger
   1. (this is our fact table, it contains the dollar amounts)
2. Double click Net - Actuals to add it to the report
3. Go back to the Account Index Code folder from earlier
4. Click and drag ACCI Title to the report between ACCI Code and Fiscal Year



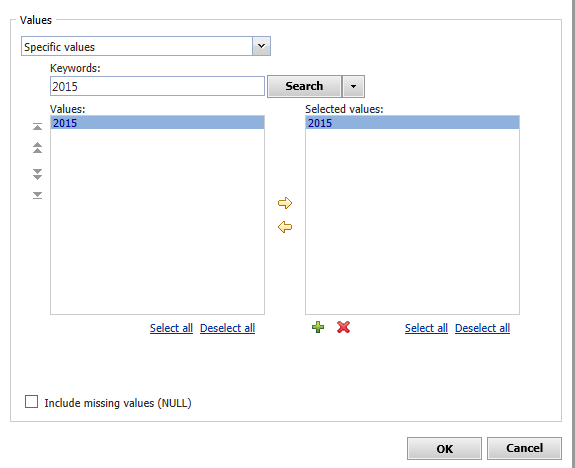


1. Expand the folder for Fiscal View (required)
2. Right click on Fiscal View Code
3. Select Filter for report
4. Single click the value Periodic then click the right arrow to add it to the Selected values pane
5. Click OK

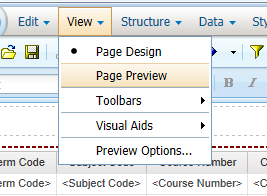


1. Under Fiscal Year, right click on Fiscal Year
2. Select Filter for report
3. Under Values, change the dropdown selection from Comparison to Specific Values

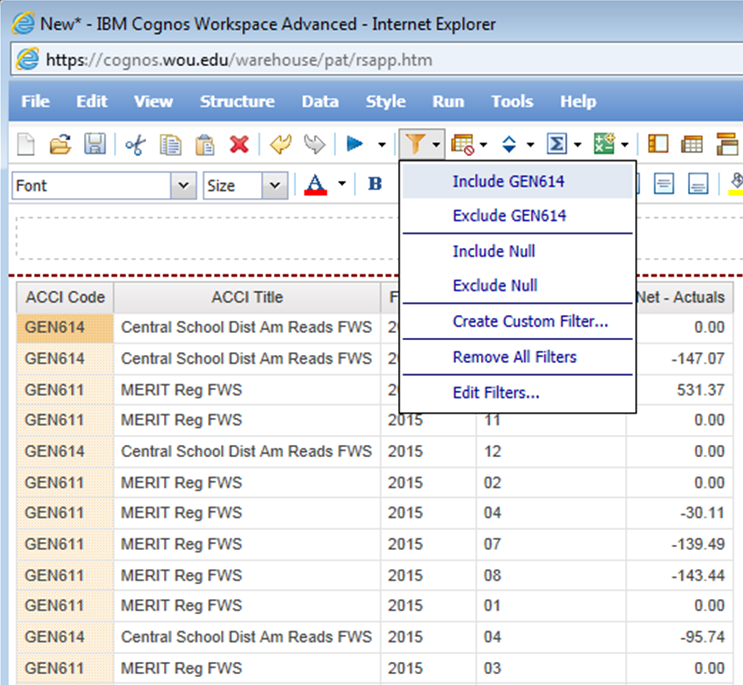
1. In the Keywords box, type 2015 and click the Search button.
2. Single click the value 2015 then click the right arrow to add it to the Selected values pane
3. Click OK



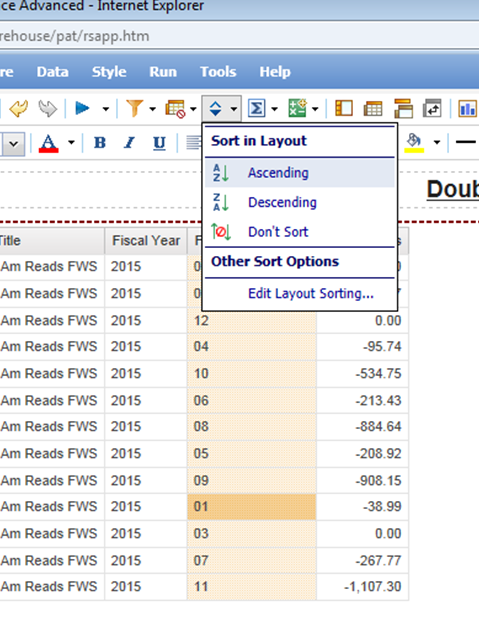
1. Under Account Index Code, right click on ACCI Code
2. Select Filter for report
3. Type in the Keyword “GEN61” and click Search
4. Double click the value “GEN611” to add it to the Selected values pane
5. Double click the value “GEN614” to add it to the Selected values pane
6. Click OK



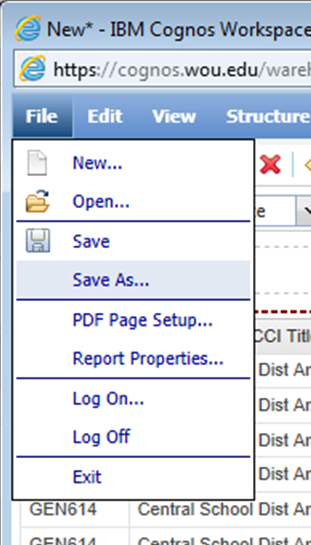
1. Click on the View dropdown menu
2. Select Page Preview



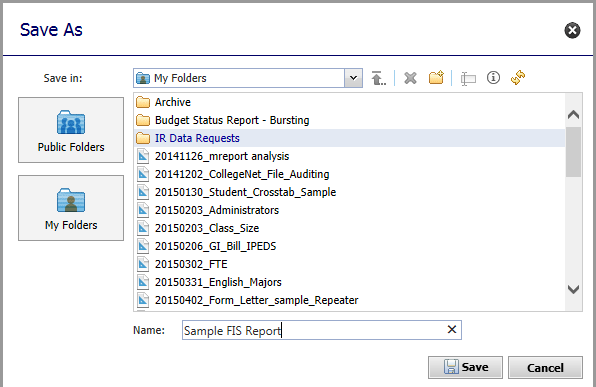
1. Single click on the Index Code GEN614 to highlight it
2. In the Toolbar, click the Filters button
3. Click Include GEN614



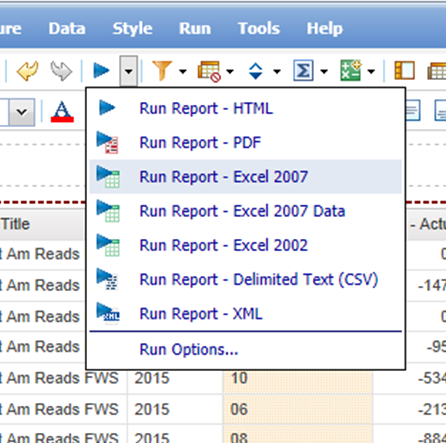
1. Single click on the first Fiscal Period Code
2. In the Toolbar, click the Sort button
3. Click Ascending



1. In the Menu Bar, click File >> Save As



1. Select My Folders
2. In the Name field, type Sample FIS Report
3. Click Save



1. In the Toolbar, click the dropdown next to the Play button
2. Select Run Report – Excel 2007
3. Click Open

