

**COURSE BI 151: STANDARD REPORTS &
REPORT BOOKS (CAPITAL IMPROVEMENTS)**



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Using this Guide

This guide is designed to serve as a reference document. The guide is divided into sections. Each section represents a different Topic. As you move through the guide, look for ways to make it work for you.

Table of Icons

The table shown below lists the icons you will see throughout this guide. The icons are used to highlight specific content to help quickly navigate through the material.

Icon	Name	Description
	Demo	Indicates an instructor-led demo will follow. Follow along with your guide as your instructor steps through the demo.
	Activity	Indicates an activity will follow. Review the directions and steps to complete the activity.
	Best Practice	Highlights a “Best Practice” for a specific process or function.
	Critical	Stresses critical information or warnings around a process or function. Review these carefully as they can help you avoid errors.
	Knowledge Check	Indicates a Knowledge Check or Review Activity follows. Read the directions carefully.
	Navigation	Displays the navigation path to the appropriate location within the program being trained.
	New Term	Highlights new terminology that is critical to the subject matter of the course.
	Note	Stresses “nice to know” information surrounding the topic. Review these sections carefully.
	Reference	Points to additional resources and materials on specific content. Review for enhancement of understanding.

Course Introduction

In the OAKS Business Intelligence (BI) 151 course, we will highlight several delivered Standard Capital Improvements Reports.

This course will show you how to navigate to the delivered CI Reports that have been tested and validated for their accuracy and which are available across all Agencies. We will then use the CI Report Book to serve as a reference for these reports.

This document includes:

- Login and Navigating OAKS BI
- Locating the Standard Report List, CI Reports and Report Books
- Creating a report view
- Cognos Security
- Referencing select Capital Improvements Report Books and running the associated Reports

Intended Audience

- Consumer
- Query Author
- Report Author

Prerequisite Courses

- BI 101 – BI Overview
- BI 102 – BI Tool Navigation

Prerequisite Skills

- Basic knowledge of the OAKS Capital Improvement source system

Course Location

This course can be found in electronic format by clicking the ***Training Material*** link on the **Helpful Links** page within Cognos.

Course Objectives

This course will provide you with knowledge of the Capital Improvements Reports and Report Books. After completing this course you will be able to:

- Access OAKS BI (Cognos)
- Locate and run the Standard CI Reports

- Identify Standard Report content by utilizing a report book

Course Outline

We will cover the following lessons in this course:

- Lesson 1: Becoming Acquainted with Cognos
- Lesson 2: CI Standard Reports

Lesson 1: Becoming Acquainted with Cognos

In this lesson, we will cover the following topics:

- Topic 1: Navigating OAKS BI
- Topic 2: Report Decision Tree
- Topic 3: Viewing Standard Report
- Topic 4: Cognos Security
- Topic 5: Creating a Report View

Lesson Objectives

After completing this lesson, you will be able to:

- Login and Navigate through the OAKS BI tabs
- Walk through the Report Decision Tree
- Locate Standard Reports
- Review the list of CI Standard Reports
- Review Report Books and how they tie to Standard Reports, including how Standard Report field derivation for report accuracy
- Create Report Views
- Explain how Cognos security is derived and how to request additional access.

Topic 1: Navigating OAKS BI



Activity: Accessing BI Cognos and the CI Report Books and Standard Reports

Student Hands-on Exercise

Launch BI Cognos and navigate the different tabs.

Activity Steps:

1. From the OAKS home page at www.oaks.ohio.gov, Click: **BI Cognos Sign In.**

OAKS Business Intelligence (BI)

[BI Cognos Sign in](#) 

[BI Sharepoint Site](#)

[BI Training Materials](#)

[BI Report Books:](#)

[BI FAQs](#)

2. Enter your OAKS ID and password (same as your ePay/Self Service password) on the following screen. This will log you into IBM Cognos Connection.

· BI - Business Intelligence ·



Sign in Now

OAKS is a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

User ID:

Password:

Welcome to OAKS Business Intelligence (BI)

The Ohio Administrative Knowledge System (OAKS) Business Intelligence System is a data warehouse & analytical reporting solution that allows user access to Human Capital Management (HCM) and Financials (FIN) business processing functions for analysis, review, and reporting.

If you need assistance or have questions or concerns about OAKS Business Intelligence, please contact the OAKS Help Desk.
E-mail: oaks_helpdesk@oaks.state.oh.us
Phone: 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625)

Hours of System Availability:
7 am - 5 pm Mon - Fri
Unavailable Sat and Sun



If you have trouble logging in, note the contact information for the OAKS Help Desk

3. Overview of Operational Dashboard and OAKS BI Tabs

Operational Dashboard
Status As Of : 04/01/11 4:20 AM

Module	Subject Area	Current Status	Job Start Date Time	Job End Date Time
General Ledger	GL- Journal Entries	Completed	Mar 31, 2011 11:49:35 PM	Mar 31, 2011 11:58:19 PM
	GL- Period Balances	Completed	Mar 31, 2011 11:59:16 PM	Apr 1, 2011 12:46:01 AM
	GL-Aggregated Balances	Completed	Apr 1, 2011 12:48:43 AM	Apr 1, 2011 2:14:30 AM
	GL-Commitment Control Activity Log	Completed	Apr 1, 2011 12:59:39 AM	Apr 1, 2011 1:57:42 AM
	GL-Commitment Control Budget Balances	Completed	Apr 1, 2011 1:18:34 AM	Apr 1, 2011 1:22:36 AM
	GL-Commitment Control Detail Ledger	Completed	Apr 1, 2011 1:02:51 AM	Apr 1, 2011 1:22:40 AM
	GL-Commitment Control Exception	Completed	Apr 1, 2011 1:51:33 AM	Apr 1, 2011 1:53:27 AM
	GL-Commitment Control Journal	Completed	Apr 1, 2011 12:07:17 AM	Apr 1, 2011 12:08:50 AM
	GL-Grants	Completed	Apr 1, 2011 2:15:09 AM	Apr 1, 2011 2:17:23 AM
Travel & Expense	T&E-Expense Sheet	Completed	Apr 1, 2011 2:46:02 AM	Apr 1, 2011 3:38:43 AM

Topic 2: Report Decision Tree

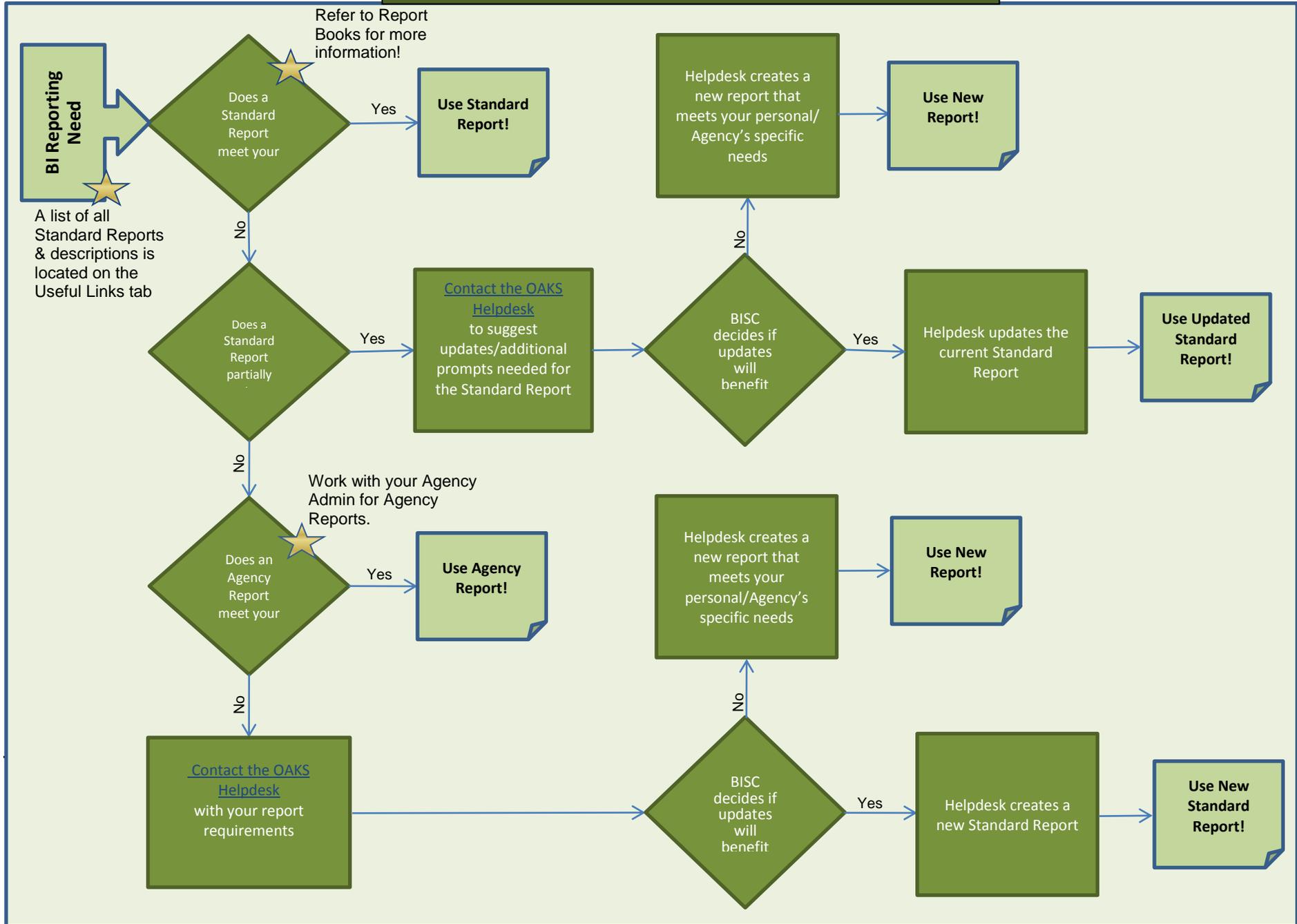
While users may have unique reporting needs, they might be surprised to know that other users need a report to meet the same requirements.

The OAKS BI Team has created a Report Decision Tree to direct reporting needs through a central location and identify re-occurring report requests. In the case that many users could benefit from one report, the BISC will create a new Standard Report or update a

Standard Report with additional prompts to meet the new requirements. These additions will take place monthly, during the monthly enhancements.

Report Decision Tree

Process to follow when you have an OAKS BI Reporting Needs



Capital Improvements Standard Reports

Standard Reports have been developed for all agencies to share. Many of these reports provide drill down capabilities of aggregated data to enable easy validation and further analysis.

There are many advantages to common reports that are shared across agencies:

- Reports have been tested and validated
- Information is displayed consistently
- Metrics in the reports are understood across agencies

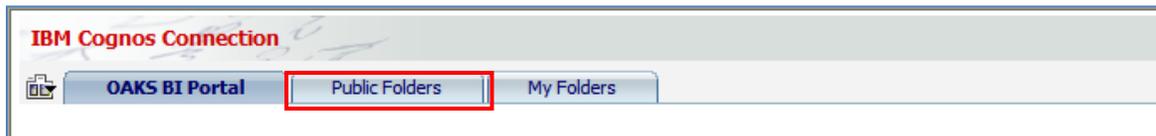
The CI Standard Reports are contained in the OAKS CI package. Within the CI reports folder are four subfolders. The four folder subject areas are: EOD Reporting, External Reporting, Financials and Project Administration.

In addition to these Standard Reports, agencies will have the ability to augment these reports, create agency specific reports, and complete ad hoc data analysis in Cognos. Agencies will have local autonomy with centralized consistency. If you wish to learn more about how to modify reports and create reports on your own, please check ELM for the appropriate courses.



Viewing the CI Standard Reports.

1. Click: **Public Folders**



2. Click: **OAKS Reporting Folders**



3. Click: **OAKS Standard Reports**



4. Click: **Capital Improvement**



Below are all of the Subject Areas available for CI.

5. Click: **Project Administration folder**

<input type="checkbox"/>	Name ↕	Modified ↕	Actions
<input type="checkbox"/>	EOD Reporting	October 20, 2011 9:56:48 AM	More...
<input type="checkbox"/>	External Reporting	November 10, 2011 12:52:02 PM	More...
<input type="checkbox"/>	Financials	November 15, 2011 9:29:29 AM	More...
<input type="checkbox"/>	Project Administration	November 15, 2011 9:29:58 AM	More...

6. Click: **PA001 Project List by Team**

Drill Through	November 14, 2011 1:29:58 PM	More...
<input type="checkbox"/>	PA001 - Project List by Team	November 16, 2011 10:28:49 AM More...
<input type="checkbox"/>	PA002 - Complete Construction Phase Within Original Budget	November 14, 2011 10:09:18 AM More...
<input type="checkbox"/>	PA003 - Complete Construction Phase on Schedule	November 11, 2011 10:52:07 AM More...
<input type="checkbox"/>	PA005 - Percentage of Amended Agrees - Revised	November 9, 2011 10:26:29 AM More...
<input type="checkbox"/>	PA006 - Change Orders By Contract Report	November 9, 2011 5:03:59 PM More...
<input type="checkbox"/>	PA007 - Design Phase Completion	November 9, 2011 10:25:20 AM More...
<input type="checkbox"/>	PA009 - Associate Consultant Agreements	November 16, 2011 11:47:37 AM More...
<input type="checkbox"/>	PA010 - Adherence to Pay Within 30 Days	November 15, 2011 4:41:40 PM More...
<input type="checkbox"/>	PA011 - Change Order Completion Time	November 9, 2011 10:26:50 AM More...
<input type="checkbox"/>	PA013 - Contingency Balance Report	November 15, 2011 5:11:33 PM More...
<input type="checkbox"/>	PA014 - Consultant List Report	November 16, 2011 10:24:58 AM More...
<input type="checkbox"/>	PA015 - Budget Report	November 15, 2011 3:49:56 PM More...
<input type="checkbox"/>	PA016 - Change Order Basis	November 9, 2011 10:25:39 AM More...
<input type="checkbox"/>	PA017 - Final Project Cost Report	November 16, 2011 10:35:07 AM More...

Topic 4: Security within Cognos

Security has been granted to Cognos that is in line with the security access in OAKS CI.

Role Based Security: You will only be able to see tables and subject areas where you have access to the source data in OAKS CI.

Row Level Security: You will only receive data for the Agency to which you have been granted access. This could be only specific departments in your agency, your entire agency, or in certain rare cases, the entire state of Ohio.

Topic 4: Report Views

In the case that you would need to run a Standard Report or Agency Report on a regular basis you can save the prompt inputs and report settings so the report is ready to run each time.

What is a **Report View**?

- A **run only** version of a source report (i.e. Oaks Standard Report, agency report or a personal report created in My Folders).
- Attributes of a **Report View**:
 - Report structure cannot be changed
 - **Changes to the source report are reflected** in the Report View
 - Can be **displayed, saved, output as a file, scheduled** and or **emailed**
 - Can be created from a source report in **Public** or **My Folders**
 - Can be create from another **Report View**



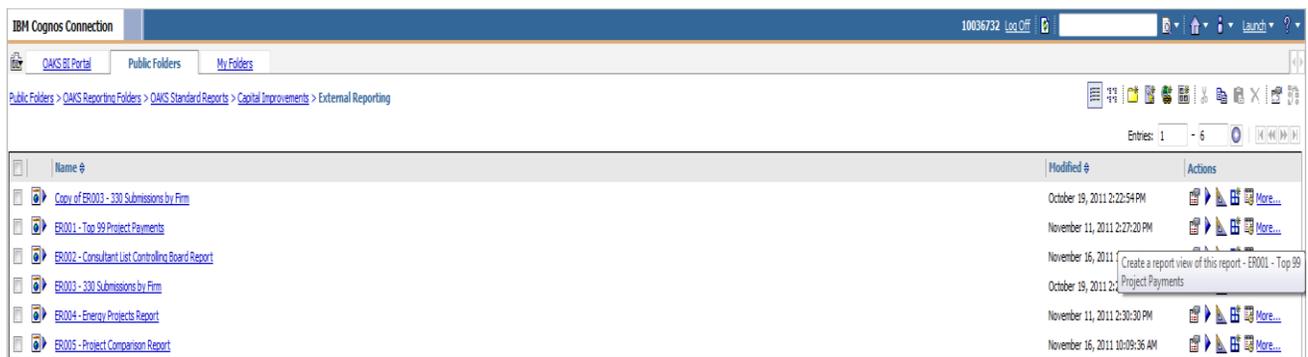
Activity

Create Report Views

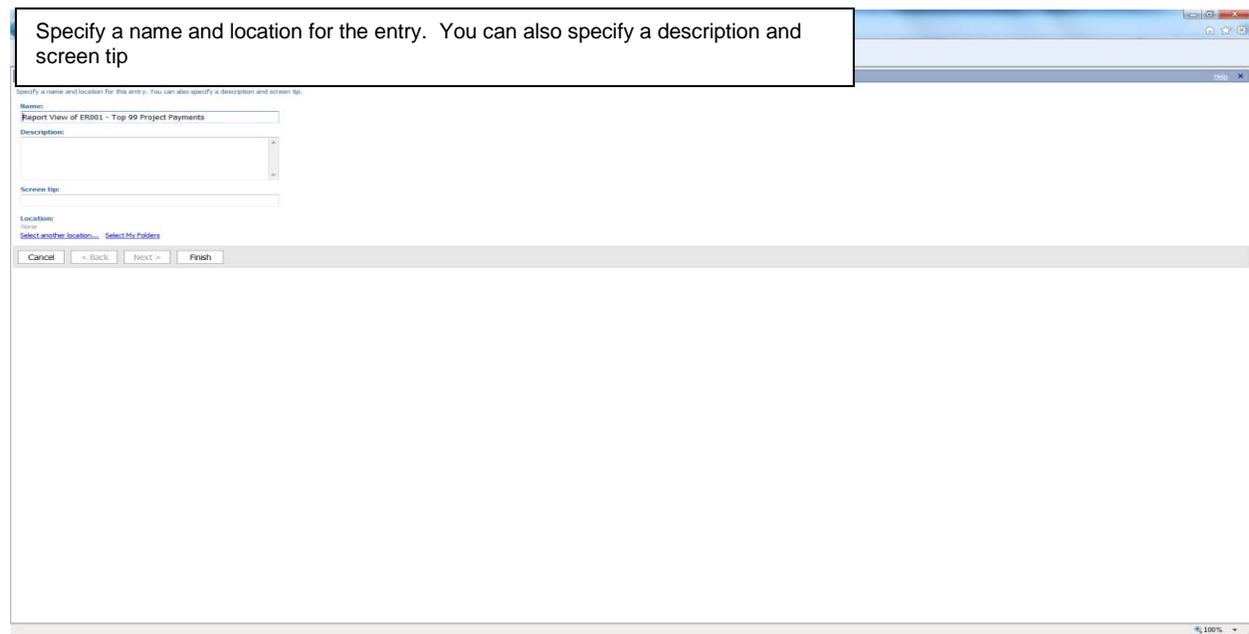
Creating a report view is a two step process. First, you will create a **Report Views** that will be saved to **My Folder**.

Report View

1. Click through the following folder path: **Public Folders>Oaks Reporting Folders>OAKS Standard Reports>Capital Improvements>Project Administration**
2. Find **PA016 Change Order Basis**
3. Click the **Report View** icon  (create a **Report View**) for this report. It is located under the **Actions** column.



The **New Report View wizard** dialog is displayed.



4. Change the name to **Change Order Basis** for **<Your Agency>**
5. Under **Location, None** Click the link, **Select My Folders**
6. Click **Finish**

Result: A new Report View is created and placed in **My Folders**.

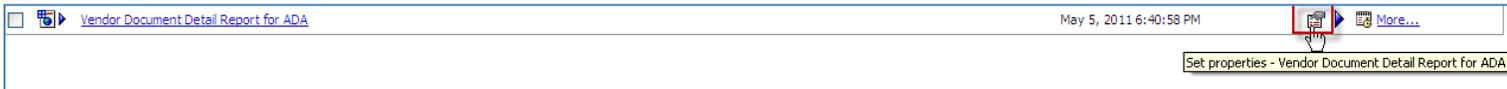


Activity

Hands-on Exercise

Now that the report is saved to My Folder, we will create a saved output for reports. Saving the prompt selections eliminates the need for you to enter inputs each time the run the report.

1. Click **My Folders**
2. Locate **Change Order Basis** for **<Your Agency>**
3. Click the **Set Properties** icon  under the **Actions** column. The **Set properties** dialog opens



[General](#) [Report view](#) [Permissions](#)

Select the default options to use for this entry.

Default action:

Report options:
 Override the default values

Format:

Language:

PDF options:
 No options saved
[Set...](#)

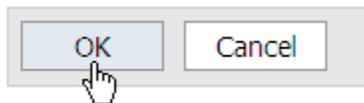
Prompt values:
 No values saved
 Prompt for values

4. Select the **Report View** tab
5. Under **Default action:** select **Run the Report**

6. Under **Report options**, check **Override the default values**
7. Select format **Excel 2007**
8. Under **Prompt values**, click the **Set** link. This will bring you to the **Vendor Document Detail Report** prompt page.
9. Enter required (*) or optional prompt values

Selected Prompt Values	
Prompt	Selected Values
Sponsoring Org	<select your so>

10. Click **Finish**
11. On the **Set Properties** page, click **OK** to save the settings and prompts.



In My Folder,  indicates that the report view and the associated prompts have been successfully saved and can be run on demand.

12. Select the  **Run with Options** button to run the report.
13. Note that your format options have been save and click **Run**.

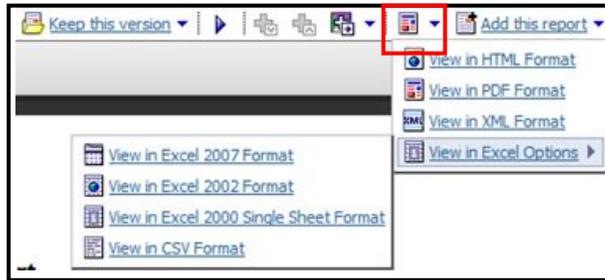


14. Note that your prompts have been saved. Select any changes and click **Finish** to run the report.



After the reports have run you will see a new icon  under the **Action** column for each report. This indicates there is saved output available to view. You can view the output of a saved report (click the **View Output Versions** icon).

Most Capital Improvements Reports have a default HTML delivery method. If you want to change how a report is displayed, in Microsoft Excel for instance, click on the  icon at the top of the report page. You will get a drop down menu. Click on **View in Excel Options** and click on whichever version of Excel you want to see your report.



If you view a report in Excel format, the drill down links will not work.

Lesson 1 Summary

You have completed Lesson 1: Becoming Acquainted with Cognos

In this lesson you have learned how to:

- Login and Navigate through the OAKS BI tabs
- Walk through the Report Decision Tree
- Navigate to the list of OAKS CI Standard Reports
- Locate Standard Reports
- Explain how Cognos security is derived and how to request additional access.
- Create Report views

Lesson 2: Capital Improvement Standard Reports



Activity: Using Standard Reports

Student Hands-on Exercise

Launch and discuss Capital Improvements Standard Reports

Scenario	Report Name	Folder
1	PA013 – Contingency Balance Report	Project Administration
2	PA017 – Final Project Cost Report	Project Administration
3	FR005 – SAO Pre-Billed Invoice Report	Financials
4	PA009- Associate Consultant Agreement	Project Administration
5	PA001 – Project List by Team	Project Administration
6	PA002 – Complete Construction Phase within Org. Budget	Project Administration

Scenario 1: PA013 Contingency Balance Report (Project Administration)

You would like to know how much money you have available for change orders, for your project.

Enter the following prompt values on the Contingency Balance Report Prompt Page:

Selected Prompt Values	
	Selected Values
Sponsoring Organization	<Your SO>
Contracting Authority	Your agency
Date Range	12/1/2009 – 12/1/2010

Scenario 2: PA017 Final Project Cost Report (Project Administration)

A request has come to you to find out the Final Cost on one of your projects.

Enter the following prompt values on the Final Project Cost Report Prompt Page:

Selected Prompt Values	
Prompt	Selected Values
Project Number	Project Number

Scenario 3:FR005 SAO Pre-Billed Invoice Report (Financials)

You want to find out the PO blance and Payments on all DMR , SAO Administered Projects.

Enter the following prompt values on the Purchase Orders Balance and Payments Report Prompt Page:

Selected Prompt Values	
Prompt	Selected Values
Sponsoring Org.	DMR
Dates	Earliest Date to Latest Date

Scenario 4: PA009 Associate Consultant Agreement (Project Administration)

You would like to know if any payments within your project have failed to meet this standard.

Enter the following prompt values on the Adherence to Pay within 30 days Report Prompt Page:

Selected Prompt Values	
Prompt	Selected Values
Sponsoring Org.	<Your SO>
Contracting Authority	

Scenario 5: PA001 – Project List by Team (Project Administration)
You would like to view all projects within your team.

Enter the following prompt values on the Project List by Team *Report* Prompt Page:

Selected Prompt Values	
Prompt	Selected Values
Sponsoring Org.	DRC
Project Manager	Michael Downey

Scenario 6: PA002 – Complete Construction Phase w/in Org. Budget (Project Administration)
You are asked to find out what, if any, DAS sponsored projects have gone over budget..

Enter the following prompt values on the Control Board Summary Prompt Page:

Selected Prompt Values	
Prompt	Selected Values
Sponsoring Org.	DAS
Project Status	Active

Lesson 2 Summary

You have completed Lesson 2: Capital Improvements Standard Reports

Course Summary

In this course, you have learned:

- How to leverage the report decision tree to determine which steps to take when you have reporting needs
- How security is configured in OAKS BI
- How to locate the CI Standard Reports
- Specific scenarios in which you can use some of the delivered Standard Reports.