

CREATING COGNOS CDW UCPath REPORTS

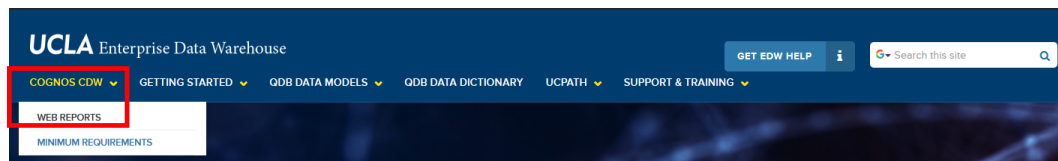
Revised October 11, 2018

RESOURCES

Information can be found on the UCLA Enterprise Data Warehouse homepage.

<https://www.it.ucla.edu/enterprise-data-warehouse>

- Access Instructions – QDB logon ID required
- CDW Training
- Hint & Tips and User Guides
- UCPath Reporting Information & FAQs
- List of pre-built UCPath reports: <https://ucla.app.box.com/v/UCPathReports>
- Direct Link to [Cognos Campus Data Warehouse \(CDW\) Web Reports](#)



- It can also be accessed through the [Online Financial System Reports \(OFSR\)](#)

FINANCIAL SYSTEM REPORTS

- ▶ **UCLA Financial Web Reports (CDW)** Feedback
- ▶ UCLA Financial Web Reports
- ▶ Payroll Reports
- ▶ CG Reports
- ▶ PAC/BruinBuy Reports
- ▶ BAR Reports
- ▶ CASHNET Reports

FINANCIAL SYSTEM KEY ENTRY

- ▶ Non-Payroll Expenditure Adjustment
- ▶ Transfer of Funds

UCLA Campus Data Warehouse

Subject Area Administration | My Folders | **UCPath Reports** | Personnel and Payroll Reporting | Budget Reporting | UCLA Financial Reports

Online Financial Web Reports

HELP | QUESTIONS | SUGGESTIONS | REPORT DESCRIPTIONS | FS APPLICATIONS

Summary
Detail
Tables

Summary Reports

- ▶ Fund Balances
By Dept, Fund, Pl, User
- ▶ Account Summary
By Dept, Account, User
- ▶ Sub-Object Summary
By Account/CCFund
- ▶ Budget to Actual
By Dept, Pl
- ▶ Expenditures by Fund Source
By Org / Div / Dept
- ▶ Custom Balances
By Department
- ▶ Budget Summary
By Org / Div / Dept
- ▶ Overdraft Reports by Fund
By Fund, Budget to Actual
- ▶ Overdraft Reports by Account/Fund
By Acct-CCFund, Fund Source
- ▶ Sales and Services Statements
By Org, Major Grp Campus
- ▶ Accounts Receivable Report
By Department
- ▶ Trial Balances

UCLA Campus Data Warehouse

Subject Area Administration | My Folders | **UCPath Reports** | Personnel and Payroll Reporting | Budget Reporting | UCLA Financial Reports

UCPath Reporting

Welcome

Systemwide Reports
Internal User Reports

Absence Management | GL Integration | **Payroll** | Workforce Administration

Payroll

- ▶ Distribution of Payroll Expenses (DOPE)
- ▶ Employee Pay Data Report
- ▶ Local Deduction Remittance Report
- ▶ Paper Pay Check Report
- ▶ Return From Leave Report

Need Help?
These Reports have been put together by the partners in conjunction with the Campus Data Warehouse as a helpful resource to analyze your organization's data. If you need help using the reports or have data-related questions, please email QDB Support.

Helpful Links:
UCPath Services
QDB EDW
Campus Human Resources

Begin creating your own report.
Launch now >>> **Query Studio**

Questions or Problems? **Small Group**

Suggestions for future versions? **Feature Request**

HINTS & TIPS

1. To export to Excel, click the "HTML" icon in the upper right hand corner => Click View in Excel Options => click View in **Excel 2007 Format**
2. To forward to additional page, scroll all the way down to the bottom left corner of the webpage.
 - o Ctrl + F (to find/search) only works on the current webpage shown.
3. Payroll data in DOPE report starts September 2018 onward. No historical data.
4. Change Fringe in Progress to "Posted without Modification" to see benefit data on report.
5. Change Primary Sort to "Employee Name" to have report run in alphabetical order.
6. In order to "go back" to change search parameters, move webpage worksheet to the lower right hand corner & click "Back to Parameter Selection"

Back to Parameter Selection | 5:38:01 PM

Location	Department	Employee ID	Employee UCLA ID	Employee Primary Full Name	Employee Record	Job Effective Date	Job Effective Sequence	Pay Calendar End Date	Check Date	Total Gross	Taxes	Deductions	Net Pay
4					0	9/1/2018	0	9/30/18	10/1/18	16,666.67	4,406.18	1,350.30	10,910.19
4					0	9/1/2018	1	9/30/18	10/1/18	9,408.33	1,983.09	1,102.62	6,322.62
4					0	9/1/2018	0	9/30/18	10/1/18	7,791.67	1,400.52	1,339.55	5,051.60
4					1	9/1/2018	1	9/30/18	10/1/18	5,323.25	694.06	476.02	4,153.17
4					1	9/1/2018	1	9/30/18	10/1/18	5,541.08	793.45	492.36	4,255.27
4					1	9/1/2018	1	9/30/18	10/1/18	5,323.25	294.36	476.02	4,552.87
4					0	9/9/2018	1	9/30/18	10/1/18	973.75	25.14	68.16	880.45
4					0	9/1/2018	1	9/30/18	10/1/18	4,432.00	0.00	202.63	4,229.37
4					0	9/1/2018	0	9/30/18	10/1/18	5,381.00	1,177.27	724.03	3,479.70
4					0	9/1/2018	1	9/30/18	10/1/18	19,858.33	4,724.65	2,386.34	12,747.34
4					0	9/1/2018	0	9/30/18	10/1/18	5,916.67	1,399.54	583.92	3,933.21
4					0	9/1/2018	1	9/30/18	10/1/18	15,041.67	3,583.95	3,448.13	8,009.59
4					0	9/25/2018	0	9/30/18	10/1/18	9,497.58	1,441.31	479.02	7,487.25
4					0	9/1/2018	1	9/30/18	10/1/18	19,208.33	6,065.36	1,457.20	11,685.77
4					1	9/1/2018	1	9/30/18	10/1/18	5,541.08	859.08	492.36	4,189.64
4					1	9/1/2018	1	9/30/18	10/1/18	5,323.25	502.16	476.02	4,345.07
4					0	9/1/2018	0	9/30/18	10/1/18	5,591.67	780.88	935.58	3,875.21
4					0	9/1/2018	1	9/30/18	10/1/18	9,408.33	2,289.92	1,810.28	5,308.13
4					0	9/1/2018	1	9/30/18	10/1/18	11,591.67	2,800.09	1,658.51	7,133.07
4					0	9/1/2018	0	9/30/18	10/1/18	20,833.33	6,577.45	1,762.52	12,493.36

Keep this version | Add this report

View in HTML Format | View in PDF Format | View in XML Format | View in Excel 2007 Data | View in Excel 2007 Format | View in Excel 2002 Format | View in CSV Format | View in Excel Options

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Top | Page up | Page down | Bottom

Distribution of Payroll Expenses (DOPE) with Fee Remission and Deduction Fields

Enter Year and Month range from below time period, then choose from one of the report tabs on the right to run your report in the desired format.

Enter a Time Period

From: September | 2018

To: September | 2018

Select Fringe in Process from below.

Fringe in Process

Posted without Modification

Ready for Posting

Zero Dollar Journal Suppressed

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

Full Accounting Unit
Department
Individual Employee

-Select one of the following in the list-

Location Code: 4 - UCLA LOS ANGELES

Business Unit: Business Unit Code

Org Code: -Select an item from this list-

Division: -Select an item from this list-

Sub Division: -Select an item from this list-

Department: -Select an item from this list-

*Type Org/Div/SubDiv/Dept on the left or browse from the list.

Items to Display

- Employee Name
- Employee ID
- Employee UCLA UID
- Earn Code
- Earn Code Description
- Project Code
- Position Job Code
- Pay End Date

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

Primary Sort

- Employee Name
- Employee ID
- Employee UCLA UID
- Earn Code
- Earn Code Description
- Project Code
- Position Job Code
- Pay End Date

Secondary Sort

- Employee Name
- Employee ID
- Employee UCLA UID
- Earn Code
- Earn Code Description
- Project Code
- Position Job Code
- Pay End Date

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