CREATING COGNOS CDW UCPATH REPORTS

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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)
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.
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”