CREATING COGNOS CDW UCPATH REPORTS
Revised September 27, 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)
### HINTS & TIPS

- To export to Excel, click the “HTML” icon in the upper right hand corner.
- To forward to additional page, scroll all the way down to the bottom left corner of the webpage.
- Ctrl + F (to find/search) only works on the current webpage shown.

#### Employee Pay Data

<table>
<thead>
<tr>
<th>Location</th>
<th>Department</th>
<th>Employees</th>
<th>Expense Code</th>
<th>Location Code</th>
<th>Date</th>
<th>Pay Date</th>
<th>Pay Amount</th>
<th>Pay Notice</th>
<th>Pay Schedule</th>
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*Note: Image of Employee Pay Data table is not included.*