Customize the GL008 Adhoc Express Queries

The GL008 Adhoc Express Queries are pre-built query templates in the NUFinancials environment (PS_EPM_ADHOC). You can run them as is or modify them. There are two versions, a Detail and a Summary. An advantage that the Adhoc Express queries have over the *GL008 Revenue and Expense Activity Report* is multi-year capability.

Process Overview

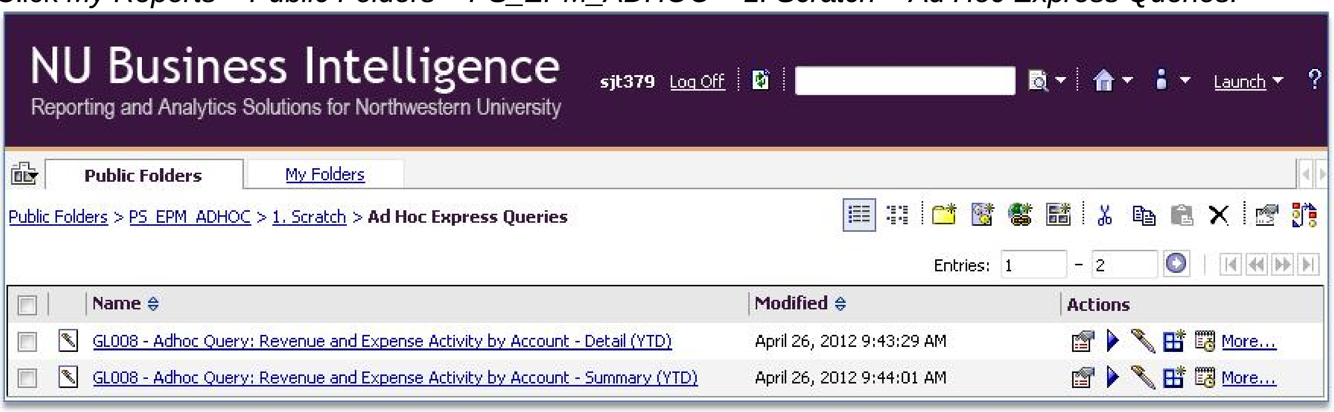
The process to follow whenever you want to modify the Adhoc Express queries is:

1. Create a copy of the Adhoc Express query and save it to My Folders or to your folder in Scratch.
2. Open the query in Query Studio.
3. Edit the report (adding/changing/deleting filters and report elements as desired).
4. Run the report and export to Excel.

Create a copy of the Adhoc Express query

Start in the Cognos Welcome Page or in Public Folders.

1. Click *My Reports > Public Folders > PS_EPM_ADHOC > 1. Scratch > Ad Hoc Express Queries.*



2. Use the Copy/Paste icons to copy the report into My Folders.
   a. Click the checkbox next to the desired report.
   b. Click the Copy icon.
   c. Click My Folders. If desired, click into a subfolder. (Note: you may also paste it into another different folder in Scratch, if you have one.)
   d. Click Paste.
   e. Repeat steps (a) through (d) for the next report if desired.
3. **Hot Tip**! An alternative to Step 2 is to use the “More…” command.
   a. Click the checkbox next to the desired report to select it.
   b. Click More…. > Copy….
   c. Optional: Change the name of the report.
   d. Optional: Select another location for the report. (Note: you may also paste it into another different folder in Scratch, if you have one.)
   e. Click OK.
   f. Repeat steps (a) through (e) for the next report if desired.

Open the report

4. Navigate to “My Folders.”
5. Locate the **Detail** version of the report and the **Actions** heading at the top right side of the page.
6. Click the Pen icon in the same row as the report. Result: the report opens in Query Studio.
7. **Hot Tip**! An alternative to Step 6 is to use the “More…” command.
   a. Click the checkbox next to the report title.
   b. Click More … > Open in Query Studio.

Edit the report

The following steps (8-12) are representational. Edits are optional according to your needs.

8. Ungroup Account and Description.
   a. Click the Account and Description column heading.
   b. Click the Ungroup icon.
9. Position Fiscal Year and Accounting Period at the front left side of the report.
10. Position Account to the left of Ledger Group.
11. Add a filter to the Department ID column with department 5400000.
    a. Select the Department ID column and click the Filter icon.
    b. In the Keywords field, type 5400000 and click Search.
    c. In Results field, select the value and click Insert.
    d. Click OK > Apply > OK.
12. Add a filter to the Fund column for grant funds (600 series).
    a. Select the Department ID column and click the Filter icon.
    b. In the Keywords field, type 6 and click Search.
    c. In Results field, select all values and click Insert.
    d. Click OK > Apply > OK.

Run the report and export to Excel

13. Click Save and Run. Result: Prompts appear.
    a. In the Fiscal Year prompt, enter 2014, 2013, and 2012.
    b. In the Budget Year prompt, enter 2014, 2013, 2012, and a dash (-). Note: the dash is used in the Budget Year prompt whenever a grant chart string is used on the report.
    c. In the Accounting Period prompt, enter 12.
    d. Click OK.
    e. Skip the Level 3 Description prompt. Do not enter a value. Note: this prompt is not necessary when you add prompts for department and/or project.
    f. Click Finish. Result: The report runs with all data.
14. In the Menu, click Run Report.
    a. Click View in Excel 2007 Data Format. Result: a download prompt appears.
    b. Click OK. Result: the report opens in Excel.

