

## Run 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 without modification, and you can copy them to My Folders for scheduling to run on regular basis, just as you would any other Cognos report.

### Navigate to the Adhoc Express queries

Start in the Cognos Welcome Page or in Public Folders.

1. Click *My Reports > Public Folders > Finance, Facilities, and Research Administration > NUFin AdHoc Reports > Ad Hoc Express Queries*.

The screenshot shows the Cognos Query Studio interface. At the top, it says "NU Business Intelligence Reporting and Analytics Solutions for Northwestern University". The user is logged in as "mac110". The breadcrumb navigation is: "Public Folders > Finance Facilities and Research Administration > NUFin Ad Hoc Reports > Ad Hoc Express Queries". Below the breadcrumb, there are two entries in a table:

Name	Modified
<a href="#">GL008 - Adhoc Query: Revenue and Expense Activity by Account - Detail (YTD)</a>	October 14, 2014 5:17:21 PM
<a href="#">GL008 - Adhoc Query: Revenue and Expense Activity by Account - Summary (YTD)</a>	October 14, 2014 5:17:41 PM

- The Detail version displays transactions in rows grouped by account code.
- The Summary version summarizes financial activity in rows by account with columns for the financial ledgers (pre-encumbrance, encumbrance, expense, revenue) and totals.

### Run a query and export it to Excel

2. To run the report, click the title of the report. Result: A prompt page appears.
  - a. In the Fiscal Year prompt, enter one or more years. History is available to 2008.
  - b. In the Budget Year prompt, enter the same set of years. Note: Grant users must also enter a dash (-) in the Budget Year prompt if grant chart strings are referenced on the report.
  - c. In the Accounting Period prompt, enter a value between 1 and 12. Use 12 to receive year-to-date calculations through the end of each year requested.
  - d. In the Level 3 Description prompt, enter a description that corresponds to your school or unit.
    - For example, type McCormick and click Search to find the Level 3 Description.
    - Level 3 normally encompasses an entire area (school or unit). Use the NUFinancials Tree Viewer to find all chart strings within the scope of Level 3 of the Department Tree.
    - If you do not enter a value, or if your security access profile is less than the entire area, the report includes all chart strings within your security access profile.
  - e. Click OK. Result: The report runs. Note: You may ask the report to run in the background if you experience long wait times.
3. To export the report to Excel, click Run Report from the menu at left.
  - a. Click View in Excel 2007 Data Format. Result: a download prompt appears.
  - b. Click OK. Result: the report opens in Excel.