











Business, Finance and Human Resources Business Reporting using Cognos 8

Standard Operational Reporting

Navigate to the ALL REPORTS folder. Find and select the report and enter parameters as prompted. Export to excel if desired. Reports are associated with Cognos packages. Packages are a set of related data. The package name may be viewed at the bottom of the report.

Public Folders > **ALL REPORTS**







-  [Budget](#)
-  [Finance](#)
-  [Human Resources](#)

-  HR-239 Current Employee Position Listing – List of employee positions by summary organization and department
-  HR-149 Position Listing – Employee budget vs payroll labor distribution
-  HR-249 Position Listing with EHIR and Vacant Position Status – Employee position labor distribution with ehire status
-  FI-U227 Statement of Revenue and Expense – Budget, activity and remaining balance revenue/expense report
-  FI-U236 HED SCH TREND – Student credit hour 3-year trend by college and department as reported to the NM Higher Education Department

Ad-hoc Operational Reporting

Select Query Studio (top right). Select Package (type of data).



-  [PK-HR-CURR-EMPLOYEE-DATA-PODS](#)
 - Employee data
 - One record per employee, by primary role
 - Daily update
 -  [PK-HR-CURR-POSITION-DATA-PODS](#)
 - Position data
 - Multiple records per employee
 - One record per employee position
 - Includes vacant positions
 - Daily update
 -  [PK-HR-NMSU-LABOR-DIST-PODS](#)
 - Labor distribution
 - One record per position per FOAPAL string
 - Includes vacant positions
 - Weekly update
 - Not available for Query Studio ad-hoc reporting at this time
 -  [PK-FI-OL-FISCAL WATCH-PODS](#)
 - Financial data
 - Subsidiary ledger/operating ledger
 - Revenue and expense
 - One record per FOAPAL string per fiscal period
 - Daily update
 - Not available for Query Studio ad-hoc reporting at this time
 -  [PK-FI-HED SCH-PODS](#)
 - Financial data
 - Subsidiary ledger/operating ledger
 - Revenue and expense
 - One record per FOAPAL string per fiscal period
 - Semester update
- 







Business, Finance and Human Resources Business Reporting using Cognos 8

Standard Analytical Reporting

Navigate to the BFHR Cubes folder for predefined cube reports. Export to excel if desired.

Public Folders > [ALL POWERPLAY CUBES](#) > **BFHR Cubes**

-  [Current Employee Data](#)
-  [Current Position Data](#)
-  [Fiscal Watch](#)
-  [Student Credit Hours](#)





Ad-hoc Analytical Reporting

Select Analysis Studio (top right). Select a cube for analysis. Select Default Analysis.

Analysis Studio provides the ability to summarize data by Dimensions (categories). One or many Measures can be analyzed. Measures are items that are numeric, eg headcount, FTE, remaining balance.



Cube Summary:

-  [CU-Employee](#)
-  [CU-Fiscal Watch](#)
-  [CU-HED SCH](#)
-  [CU-Position Data](#)

Cognos-p.nmsu.edu/cognos8

Question on your results or need access? Send email to:

[Budget Data Requests@nmsu.edu](mailto:Budget_Data_Requests@nmsu.edu)

[HR Data Requests@nmsu.edu](mailto:HR_Data_Requests@nmsu.edu)

[Finance Data Requests@nmsu.edu](mailto:Finance_Data_Requests@nmsu.edu)

Note:

The following error indicates the user does not have query studio access to the package:

QE-DEF-0157 The model or package /content/package[@name='PK-FI-NMSU-OPERATING-LEDGER-PODS']/model[@name='model'] does not exist or you are not allowed to use it because of security settings.

DPR-ERR-2082 An error has occurred. Please contact your administrator. The complete error has been logged by CAF with SecureErrorID:2007-11-19-18:13:19.515-#2

