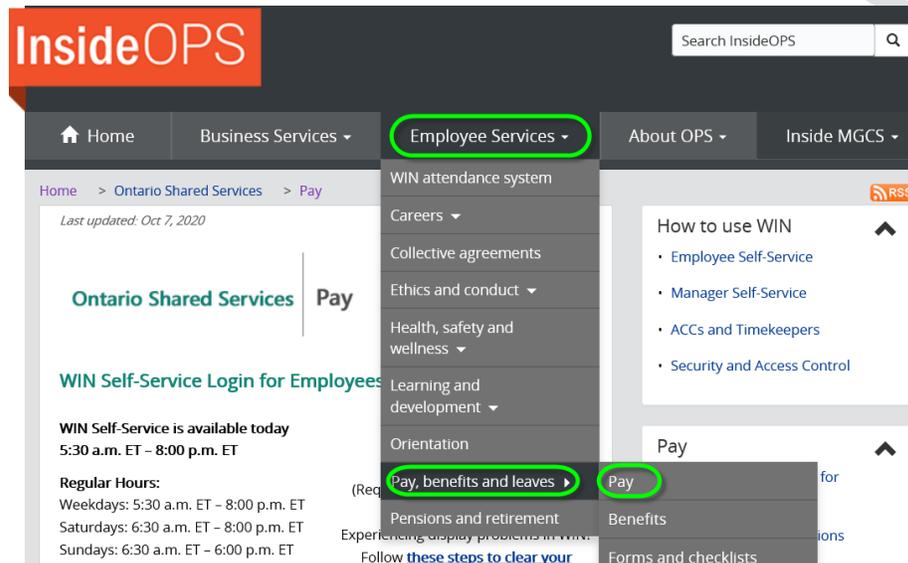


Obtaining Reports from COGNOS

Note: pledges are uploaded to COGNOS in real-time (or close to) so you can pull reports any time to get a reflection of your pledge totals at that moment. This contrasts with previous years where updated reports were only available on a weekly basis.

To obtain the input file DSS930 My Charity PBSB Report from COGNOS:

- Log into InsideOPS
- Navigate to Ontario Shared Services → Pay



- On Pay screen **scroll down** to find **HR and Payroll Reporting (COGNOS)** at the bottom on the right side.



Note: If you haven't logged into PKI the PKI login menu will appear. Log into PKI as normal.

Ontario 

GO SECURE SIGN IN

SIGN IN HELP

Providing enhanced security authentication for access to Government of Ontario and Broader Public Sector I&IT resources.

PKI Profile Management Sign in
(See your profile, change your password and manage your security questions)

PKI SmartCard and Token Sign in
(Sign in using a SmartCard such as OPP or a USB token)

PKI Roaming Sign in
(Sign in using your PKI Roaming Profile)

PKI Profile Sign In (Sign in using your PKI Profile)

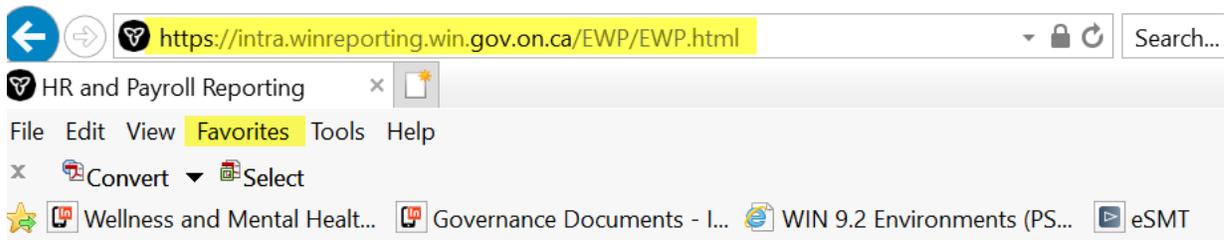
Your PKI profile is stored in a file that ends with .epf. This file is typically kept either on the personal network drive or your local hard disk.

Help Locate Your Profile

PKI Profile (epf):

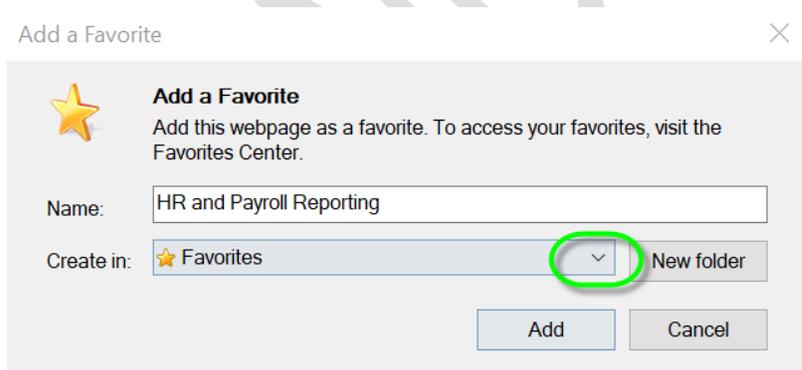
PKI Profile Password:

Note: you can always save HR and Payroll Reporting (COGNOS) as a favorite for ease of access



The screenshot shows a web browser window with the address bar containing the URL <https://intra.winreporting.win.gov.on.ca/EWP/EWP.html>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites menu is open, showing a list of bookmarks including 'Wellness and Mental Health...', 'Governance Documents - I...', 'WIN 9.2 Environments (PS...', and 'eSMT'. A 'Convert' and 'Select' option is also visible.

Change to 'on the BAR' from drop down



The 'Add a Favorite' dialog box is shown. It contains the following fields and options:

- Name:**
- Create in:** ★ Favorites
-

A green circle highlights the dropdown arrow button next to 'Favorites' in the 'Create in' field.

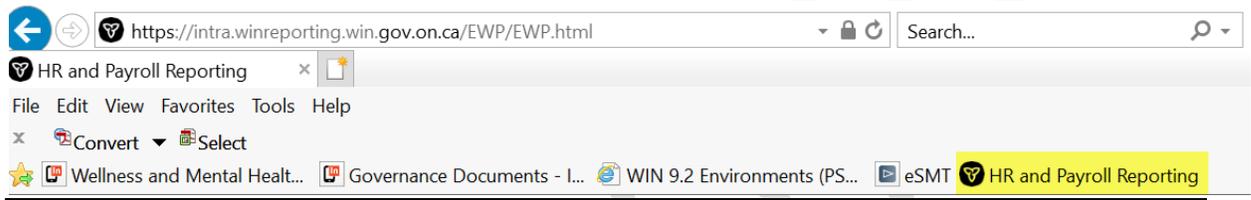
Add a Favorite

 **Add a Favorite**
Add this webpage as a favorite. To access your favorites, visit the Favorites Center.

Name:

Create in:

HR and Payroll Reporting (COGNOS) will appear on your favorites bar



- This will bring you to Cognos to pull the Federated Health weekly report



WELCOME TO COGNOS 11

The HR & Payroll (Cognos) Reporting solution has now been upgraded to Cognos 11. The new Cognos 11 Demographics Cube training video is available [here](#).

 **ACCESS YOUR REPORTS HERE**

 [List of HR & Payroll Reports](#)

- For questions or changes regarding any particular report, please contact the area identified as the business owner in the "List of HR & Payroll Reports" link above.
- For new report requests, please contact Enterprise Workforce Planning or Pay & Benefits Business Solutions.
- Additional technical documents and training videos are available [here](#).

- Click on ACCESS YOUR REPORTS HERE

WELCOME TO COGNOS 11

The HR & Payroll (Cognos) Reporting solution has now been upgraded to Cognos 11. The new Cognos 11 Demographics Cube training video is available [here](#).

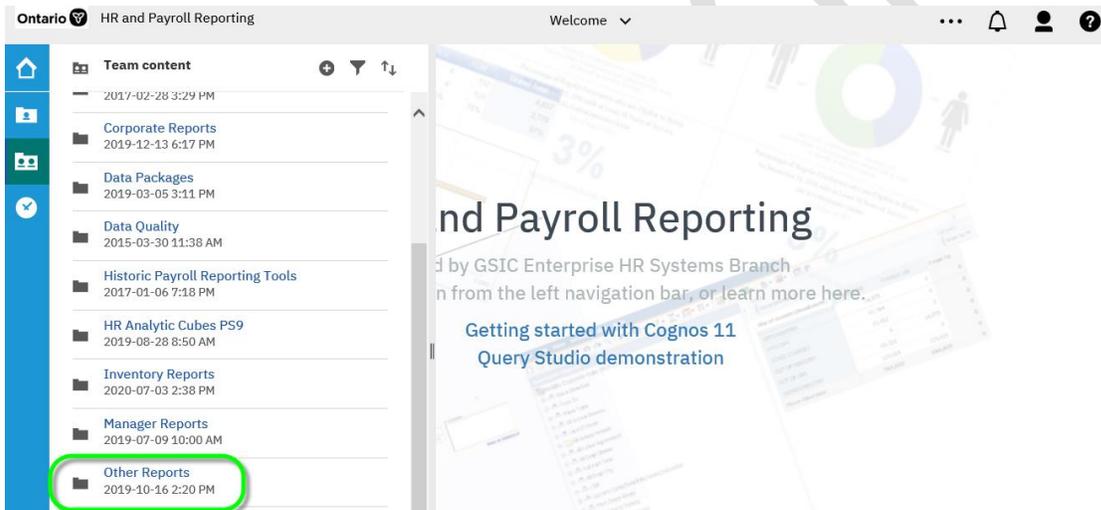
 **ACCESS YOUR REPORTS HERE**

 [List of HR & Payroll Reports](#)

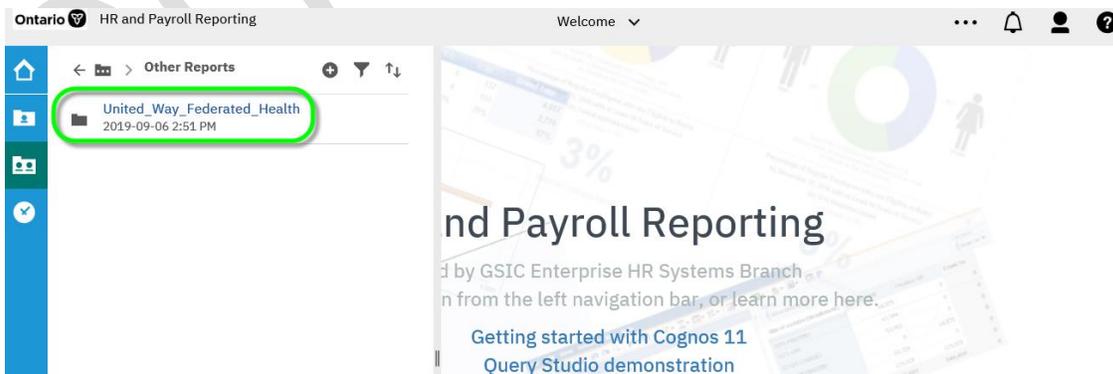
- On this screen to the left select the Teams Content (Icon with the two heads)



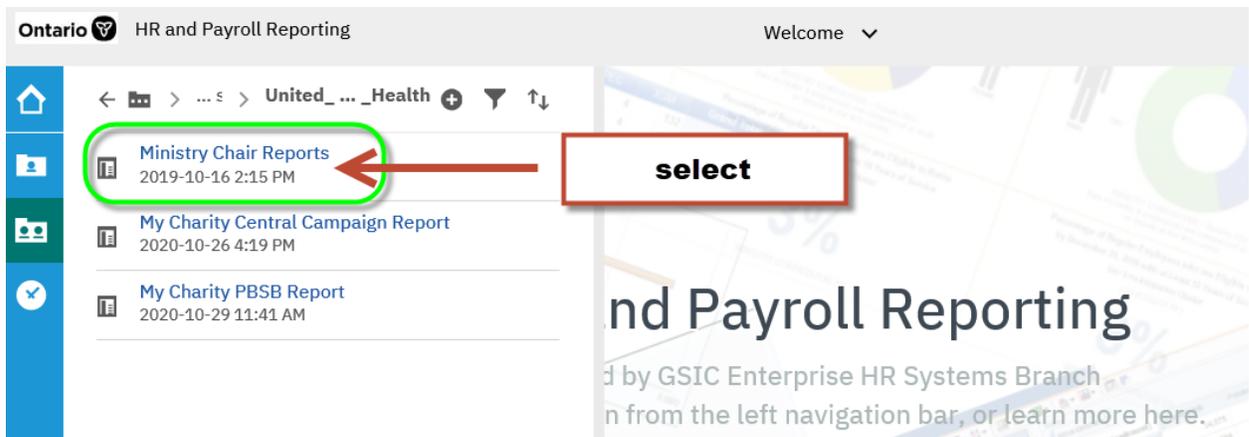
- Everyone's team content will be different depending on what access you have in COGNOS. You need to select 'Other Reports'.



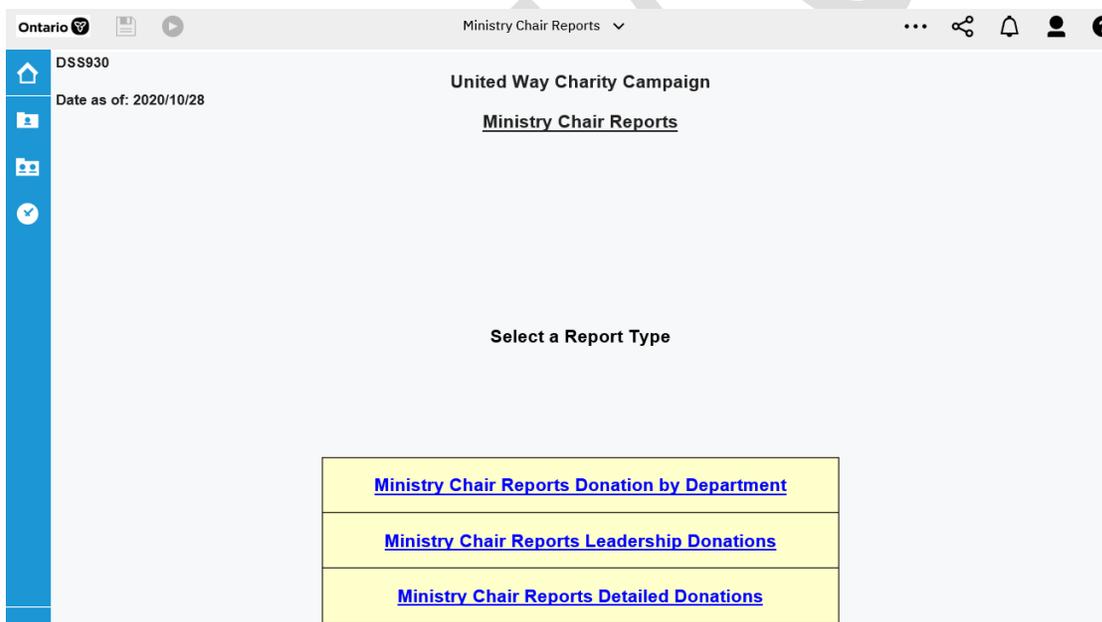
- Select United_Way_Federated_Health



- Select Ministry Chair Report

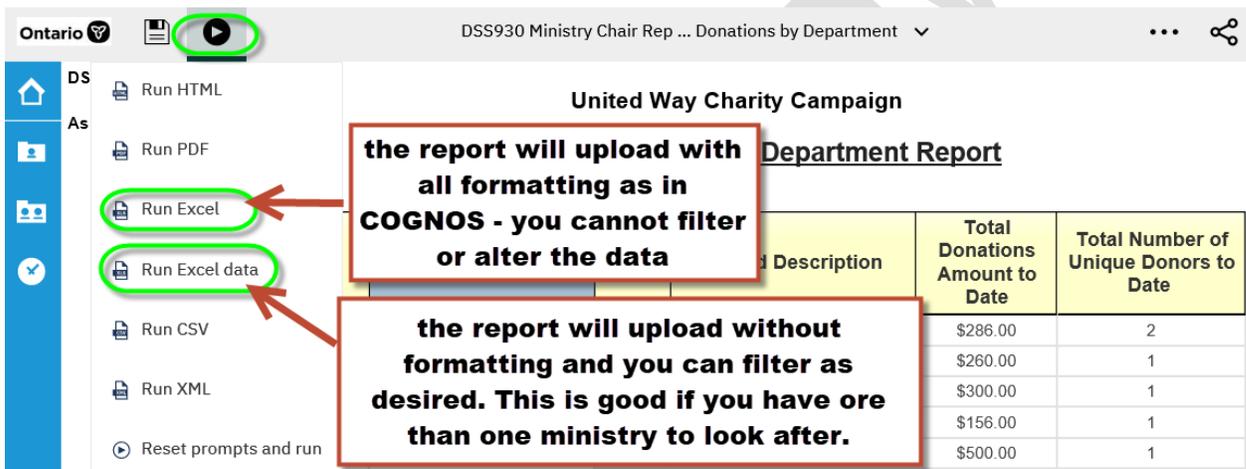


- You will need to select each report one at a time. You should only be able to see information for which ministries have been assigned to you.



Note: Title will show Federated Health Campaign and not United Way Campaign. The same screen is used for both campaigns.

- You can save your reports in the format that you want by clicking on the following icon:



Run Excel

- Report is formatted for you.

Business Unit	Ministry	Deptid	Deptid Description	Total Donations Amount to Date	Total Number of Unique Donors to Date
00100	Agriculture, Food & Rural Aff	011010		\$286.00	2
		011110		\$260.00	1
		011150		\$300.00	1
		011170		\$156.00	1
		012160		\$500.00	1
		012320		\$306.00	2

A red box labeled 'sample as Run Excel' is placed over the table data.

Run Excel data

- Report needs to be formatted as required

Business Unit	Ministry	Deptid	Deptid Description	Total Donations Amount to Date	Total Num
00100	Agriculture, Food & Rural Aff	011010		286	2
00100	Agriculture, Food & Rural Aff	011110		260	1
00100	Agriculture, Food & Rural Aff	011150		300	1
00100	Agriculture, Food & Rural Aff	011170		156	1
00100	Agriculture, Food & Rural Aff	012160		500	1
00100	Agriculture, Food & Rural Aff	012320		306	2
00100	Agriculture, Food & Rural Aff	012400		150	2
00100	Agriculture, Food & Rural Aff	012402		320	2

A red box labeled 'Sample Run Excel Data' is placed over the table data.

- I suggest if you only have one ministry to download in formatted way.
- I do not know if you have more than one ministry to look after if you can select one ministry at a time

- Save file as normal

DO NOT COPY