# 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 reflection of your pledge totals at that moment. This contrasts with previous years where updated reports were only available on a weekly basis. Please note though that sometimes there can be delays in report updating, so if something seems missing, please just check back.

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

Open Inside OPS from your secure device Home - InsideOPS

Navigate to Employee Services drop down, then select Pay.
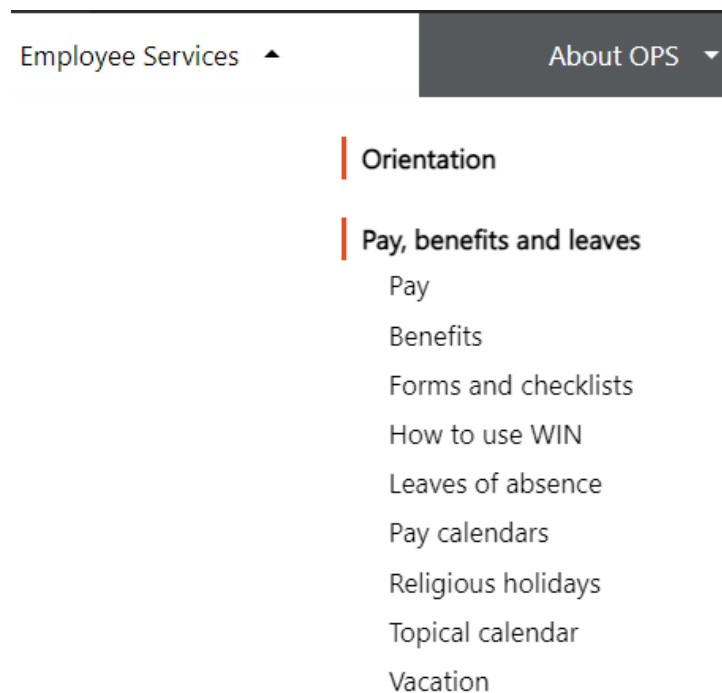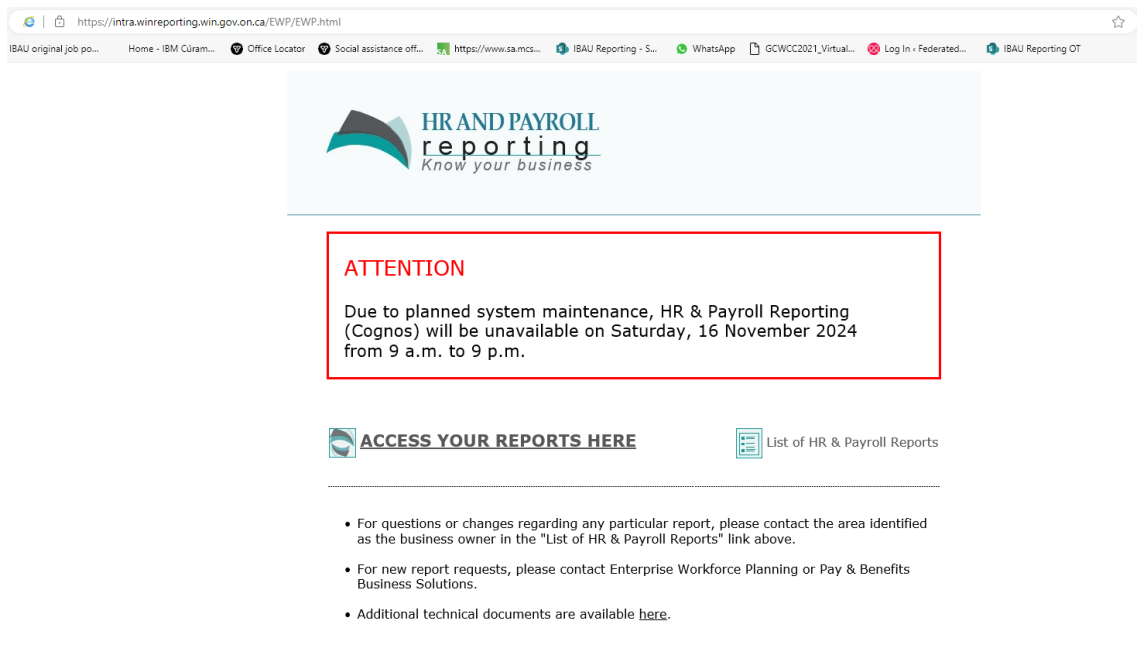

On Pay screen, scroll down, and click the link to HR and Payroll Reporting (COGNOS) under the heading Related Resources on the right-hand side.

Related Resources

- HR and Payroll Reporting (COGNOS)
- Human Resources Services
- Find Your HR Contacts
- Benefits Booklets/Guides
- Collective Agreements
- Total Compensation

You can save HR and Payroll Reporting (COGNOS) as a favorite for ease of access at this point too.

Click on ACCESS YOUR REPORTS HERE

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

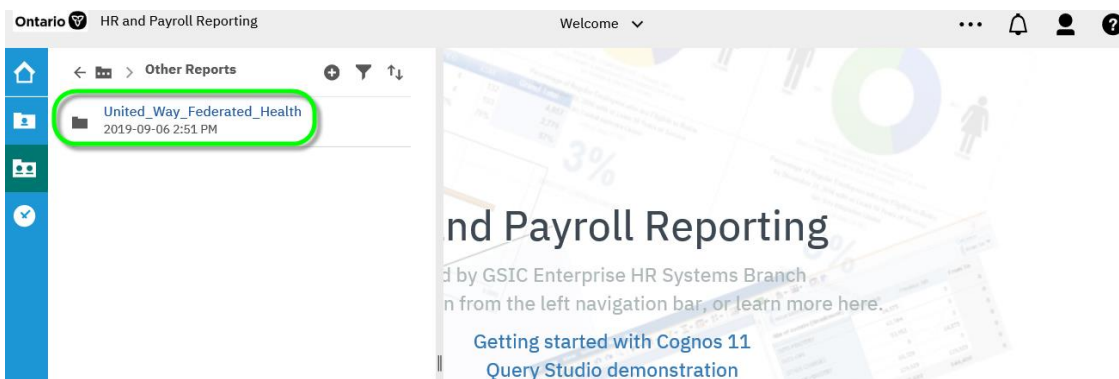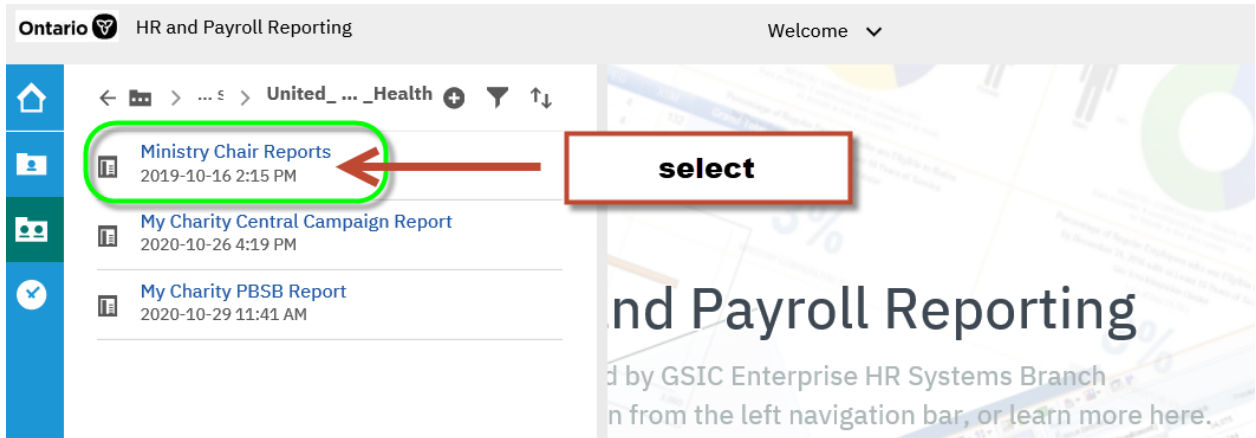Everyone's team content will be different depending on what access you have in COGNOS. You need to select 'Other Reports'.
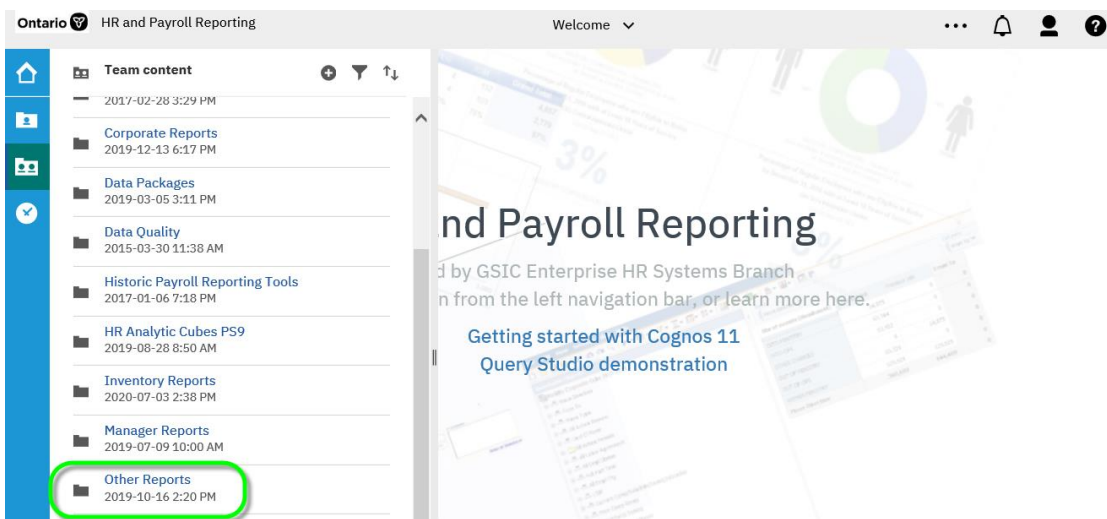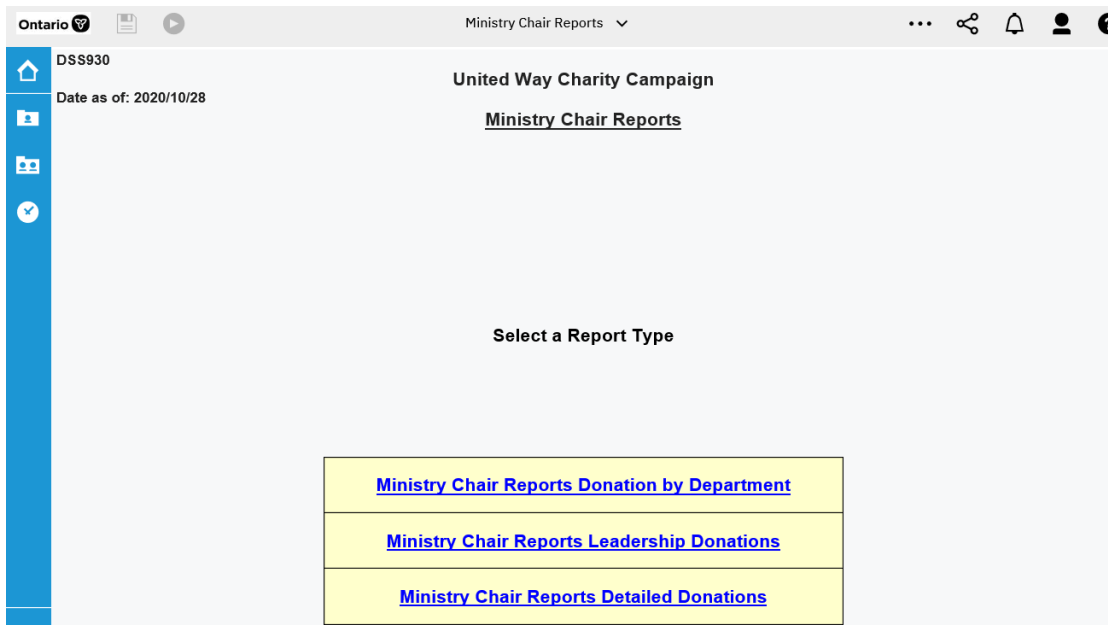

Select United_Way_Federated_Health
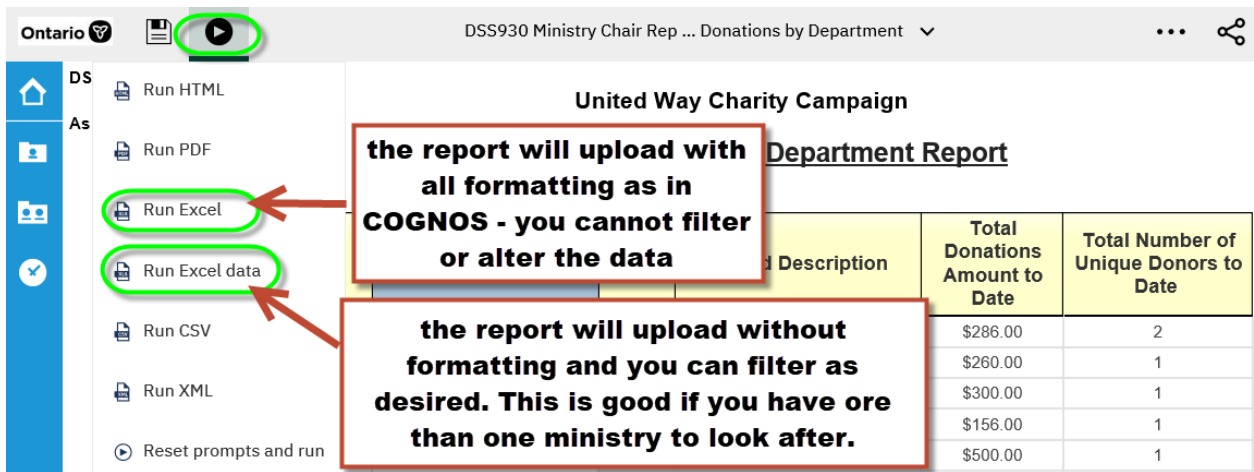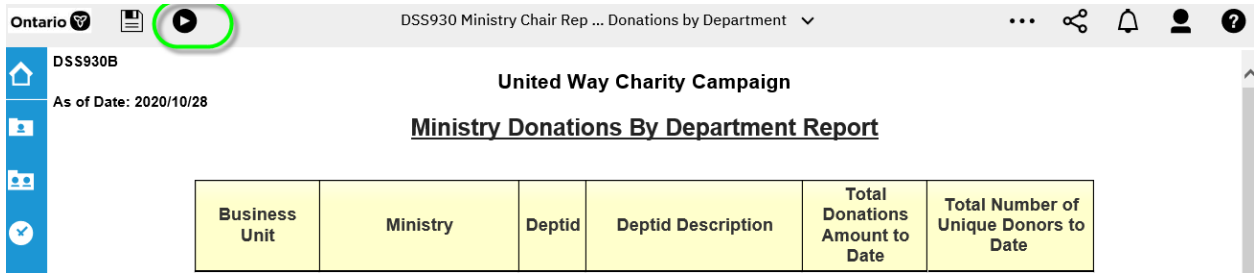
Select Ministry Chair Report

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:

the report will upload with all formatting as in COGNOS - you cannot filter or alter the data

the report will upload without formatting and you can filter as desired. This is good if you have ore than one ministry to look after.

Run Excel

Report is formatted for you.

Run Excel data.

Report needs to be formatted as required

	A	B	C	D	E	F
1	Business Unit	Ministry	Deptid	Deptid Description	Total Donations Amount to Date	Total Num
2	00100	Agriculture, Food & Rural Aff	011010		286	2
3	00100	Agriculture, Food & Rural Aff	011110		260	1
4	00100	Agriculture, Food & Rural Aff	011150		300	1
5	00100	Agriculture, Food & Rural Aff	011170	Sample Run Excel Data	156	1
6	00100	Agriculture, Food & Rural Aff	012160		500	1
7	00100	Agriculture, Food & Rural Aff	012320		306	2
8	00100	Agriculture, Food & Rural Aff	012400		150	2
9	00100	Agriculture, Food & Rural Aff	012402		320	2

We suggest if you only have one ministry to download in formatted way.

Save file.