- 1. Type <u>www.usc.edu/kuali</u> in the address field of your browser.
- 2. When the "Kuali at USC" page is displayed, click the Kuali Login button. The "USCnet Login" page will be displayed.
- 3. Log in, using the USC NetID user name and password. If you do not know your USC NetID or password, please contact USC Kuali Customer Support at 213-740-5857 or at <u>kuali@usc.edu</u>
- 4. In the upper right-hand area of the screen, click the Business Intelligence button.

The Financial Main Menu page of the Kuali screen will be displayed (see following example).

niversity of Southern California		stiller I to out to service of
		TARA Business Intelligence Southern Californ
Financial Main Menu Workflow Main Menu	Financial Maintenance Workflow Maintenance	Administration USC eMarket
action list		Logged in User:
Message Of The Day		
Kuali users, Please report issues to 213-740-5	857.	
Transactions	Custom Document Searches	Balance Inquiries
Accounts Receivable Cash Control Contracts Grants Invoice On Demand Contracts Grants Invoice On Demand Contracts Grants IOC Review Customer Invoice Writeoff Customer Invoice Writeoff Customer Invoice Writeoff Customer Invoice Writeoff Gustomer Invoice Reverse Gustomer Invoice Writeoff Gustomer Invoice Writeoff Gustomer Invoice Writeoff Gustomer Invoice Internet Gustomer Invoice Internet Gustomer Invoice Gustomer Invoice Gustomer Invoice Internet Gustomer Invoice Gustomer Invoic	Financial Transactions Accounts Receivable Customer Invoices Customer Invoice Writeoffs Cash Controls Payment Applications Capital Asset Management Asset Maintenance Contracts & Grants Proposals Effort Certification Financial Processing Purchasing/Accounts Payable Disbursement Youchers Electronic Invoice Rejects Gereau	General Ledger

The IBM Cognos welcome page shown in the following example will be displayed in a new window or new tab.

IBM Cognos Viewer - EDW Portlet	New York Concerns	tasif i fi daad IB			
USC University of Southern California	Welcome to the Business Intelligence Portal for KFS - General Ledger	THE REPORT OF TH			
Current status of the Cognos Reports is normal.	Please take note of our new status message informational displays. Also note, 8I is now available from 758 AM to 1559 PM workdays.	Hato,Page			
Financial Reports	FDL Reports	LookUp Reports			
Account Status Report (ASR)	BA.Extract.Acct.P rol: summary page of ASNs with project to date balance	Chart of Accounts			
ASR with Object Type SubTotals	BA.Extract.Chart.P ros. Creat of accounts extention	Object Code Inquiry			
ASR for Download	BA.Extract.Detail.P Part 1 ros. actual and Bodget transaction edge data	Organization Inquiry			
ASR with Object Type SubTotals for Download	BA.Extract.Detail.P Part 2 counselos tenactos dela dela	Check/Electronic Payment Number Look-Up Report			
Analysis R	BA.Extract.PD.P roc summery page or 4 SHs for selection periods only				
Account Totals by Object Class	BA.Extract.Sum.Prox summary page of LSRs for Periods 1-18				
Ledger Transaction Inquiry	BA.Program.Access.Prol. Accounts not accounts not accounts to Cryphogram code				
Transaction Detail Report	BA.Rollup.P rol Rolepistomaton				

Note that if you try to access Cognos directly by using a link or a browser bookmark rather than

the **Business Intelligence** button within Kuali, the "USCnet Login" page will be displayed, requiring you to enter your USC NetID user name and password.

1. In the IBM Cognos welcome page, under "LookUp Reports" box, click on the "Chart of Accounts".

IBM Cognos Viewer - EDW Pontlet		Rossanne Roman Lo <u>s Of</u> 🐴 About 頂			
USC University of Southerm California	Welcome to the Business Intelligence Portal for KFS - General Ledger	and the second se			
Current status of the Cognos Reports is normal.	Please take note of our new status message informational displays. Also note, BI is now available from 7:80 AM to 11:00 PM workdays.	Help Page			
Financial Reports	FDL Reports	LookUp Reports			
Account Status Report (ASR)	BA.Extract.Acct.P FoL Summary page of ASRs with project to date balance	Chart of Accounts			
ASR with Object Type SubTotals	BA.Extract.Chart.P rpL chart of Accounts estraction	Object Code Inquiry			
ASR for Download	BA.Extract.Detail.P Part 1 FOL Actual and Budget transaction detail data	Organization Inquiry			
ASR with Object Type SubTotals for Download	BA.Extract.Detail.P Part 2 Encountrievon transaction detail data	Check/Electronic Payment Number Look-Up Report			

 Search by Organization Code. Type the 5 digit org code, then click "Search". The 10-digit org codes will populate in the "Results" box, then click "Select all". You will need to click "Insert" to the "Choice" box, then click "Select all". At the bottom of the page, click the "Finish" button.

	Plea	Parameter Selection Page ase search by either Organization Code or A	i scount Number.	
	Pro	mpt by Organization Code or Account Numb	er: (REQUIRED)	
		* Search by Organization Code Search by Account Number		
nter Organization Code (Optional) or Leave B	ank for all Organization Codes			
	Keywords:			
	20315	Search		
	Click on drop dow	n arrow for search options on		
	selected keyword Results:	LSI **	2	
	2031503800	^ Insert → 2031	503800	
	2031503850 2031503900	◆ Remove 2031	503900	
	2031503950 2031504100	2031 2031	503950 504100	
	2031504200	2031	504200	
	2031504300	2031	504400	
	2031506000	V 2031 Select all	Salard all Desalard all	
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Before Date	2019	8		
After Date	, 2016	8 ^t		
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On Date		Acct Type	Sub Fund Group	Purpose Code
Deselect		Fiscal Officer	Supervisor	Manager
		Acct Status Code	Deselect	Create Date
		Deselect	Deselect	Desel

3. Save the report via Excel 2007 Format.

		og Off 🕴 🏫 About IBM.
Keep this version ▼	View in Excel 2007 Data Wiew in Excel 2007 Format View in Excel 2002 Format View in Excel 2002 Format View in CSV Format	 Add this report View in HTML Format View in PDF Format View in XML Format View in Excel Options

Below is the spreadsheet report sample:

A	В	C	D	E	F	G	Н	I	3	К	L	М	N	0
		USC University of Southern Califo	rnia	Page:										
		Chart of Accounts Report		Report	Run Date: Jul	24, 2018 3:3	33:07 PM							
Account(s) s	elected: No Aci	count(s) selected												
Account Date	· Coloction Acc	with Crastiat												
Account Date	e Selection: Acc	ounts Created.										_		
Accounts Exp	pirea: :													
Org Code	Acct Nbr	Acct Name	Sub Fund Group Code	Higher Ed Code	Fiscal Officer	Fiscal Officer USC ID	Supervisor Name	Supervisor USC ID	Manager Name	Manager USC ID	EFS Acct Status Code	Acct Create Date	Acct Eff Date	Acct Exp Date
2031500000	8914010305	SMETZ UNITRUST HELEN D	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merle	1376076218	A	07/01/1991	07/01/1991	
2031500000	8914010427	ROTHROCK UNITRUST LAWRENCE & PHYLLIS	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	10000000027	Sunga, Merle	1376076218	A	09/09/1999	09/09/1999	
2031500000	8914010471	LAZAR UNITRUST JEAN & DAVID	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	10000000027	Sunga, Merle	1376076218	A	10/23/2003	10/23/2003	
2031500000	8914016222	WICKS GIFT ANNUITY KESSLER & VIRGINIA	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	10000000027	Sunga, Merle	1376076218	A	06/26/1996	06/26/1996	
2031500000	8914016294	FULLER GIFT ANNUITY BLANCHE	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	10000000027	Sunga, Merle	1376076218	A	10/24/1997	10/24/1997	
2031500000	8914016296	SPAULDING GIFT ANNUITY ANTHONY & HELEN	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merle	1376076218	A	12/04/1997	12/04/1997	
2031500000	8914016313	LAZAR GIFT ANNUITY #2 DAVID & JEAN	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merle	1376076218	A	02/24/1998	02/24/1998	
2031500000	8914016317	HOPKINS GIFT ANNUITY ROBERT & LOUISE	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merle	1376076218	A	03/03/1998	03/03/1998	
2031500000	8914016321	CONTRERAS GIFT ANNUITY JOSEPH	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	10000000027	Sunga, Merle	1376076218	A	01/29/1998	01/29/1998	
2031500000	8914016333	PAULL GIFT ANNUITY MARGARET	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	10000000027	Sunga, Merle	1376076218	A	06/11/1998	06/11/1998	
2031500000	8914016339	WILBUR GIFT ANNUITY LESLIE	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merle	1376076218	A	07/06/1998	07/06/1998	
2031500000	8914016358	ALLEN GIFT ANNUITY #4 CLIFFORD & BETTY	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merle	1376076218	A	10/03/2000	10/03/2000	
2031500000	8914016367	QUINLEY GIFT ANNUITY SALLY & JOHN	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merle	1376076218	A	12/02/1998	12/02/1998	
2031500000	8914016495	ALLEN GIFT ANNUITY #5 CLIFFORD & BETTY	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merle	1376076218	A	01/17/2001	01/17/2001	
2031500000	8914016516	ALLEN GIFT ANNUITY #6 CLIFFORD & BETTY	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merte	1376076218	A	09/19/2001	09/19/2001	
2031500000	8914016524	ALLEN GIFT ANNUITY #7 CLIFFORD & BETTY	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merle	1376076218	A	01/15/2002	01/15/2002	
2031500000	8914016544	RINGWALD GIFT ANNUITY SIEGFRIED	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merle	1376076218	A	06/27/2002	06/27/2002	
2031500000	8914016569	WESTCOTT GIFT ANNUITY #1 DORIS	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merle	1376076218	A	06/18/2003	06/18/2003	
2031500000	8914016571	WESTCOTT GIFT ANNUITY #2 DORIS	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	10000000027	Sunga, Merle	1376076218	A	06/27/2003	06/27/2003	
2031500000	8914016585	PULLIAS GIFT ANNUITY CALVIN	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	1000000027	Sunga, Merte	1376076218	A	11/07/2003	11/07/2003	
2031500000	8914016588	ALLEN GIFT ANNUITY #8 CLIFFORD & BETTY	AFB	0000	Foster, Dennis	6418506581	Supervisor, Account	10000000027	Sunga, Merle	1376076218	A	12/23/2003	12/23/2003	
			1120		a designed of the sectors of		and the state of the second		Children and should			Poll Construction	1 Contractor	