

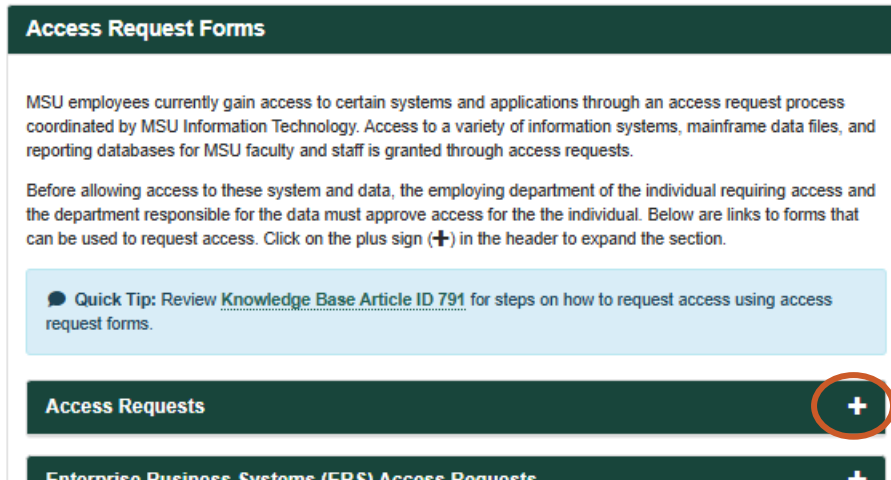
Accessing PCard Reports in Cognos

Overview: This job aid demonstrates how to access PCard reports within the Cognos/BI tool. Users will need to have appropriate roles assigned to access these reports.

Obtaining report access

1. Log in to [TDX Access Management](#).
2. Expand the **Access Requests** menu by clicking the plus sign (+).

Access Management



Access Request Forms

MSU employees currently gain access to certain systems and applications through an access request process coordinated by MSU Information Technology. Access to a variety of information systems, mainframe data files, and reporting databases for MSU faculty and staff is granted through access requests.

Before allowing access to these system and data, the employing department of the individual requiring access and the department responsible for the data must approve access for the the individual. Below are links to forms that can be used to request access. Click on the plus sign (+) in the header to expand the section.

Quick Tip: Review [Knowledge Base Article ID 791](#) for steps on how to request access using access request forms.

Access Requests (+)

Enterprise Business Systems (EBS) Access Requests (+)

Default Form
Add or remove access to miscellaneous systems not listed above [More Information](#) **Request**

3. Select the **Default Form** from the bottom of the list by clicking the **Request** button.

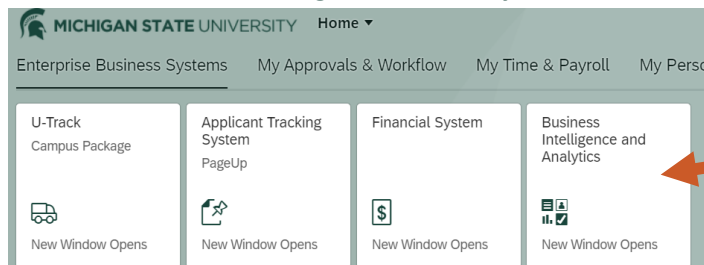
4. Complete the form, using the following language:

- a. **Description of Requested Access** field: "Please add the user(s) to the BI-FIN-PUR-University role in Cognos."
- b. **Business need/Comments** field: "The user will use the reports to monitor and audit PCard usage to ensure compliance with university policy."

5. Submit the TDX request and await approval from MSU IT.





Accessing reports

1. Log in to ebs.msu.edu and click the **Business Intelligence and Analytics** tile.



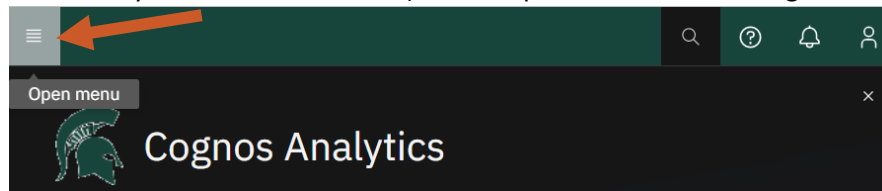
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Enterprise Business Systems My Approvals & Workflow My Time & Payroll My Personal

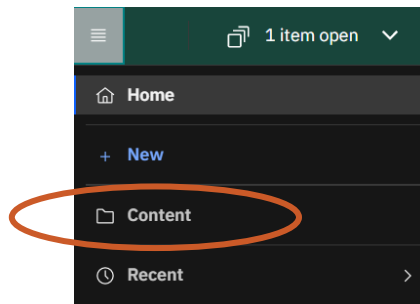
U-Track Campus Package  New Window Opens	Applicant Tracking System PageUp  New Window Opens	Financial System  New Window Opens	Business Intelligence and Analytics  New Window Opens
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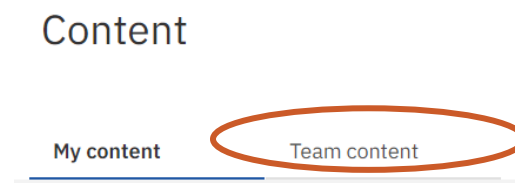
2. Open the menu (indicated by three horizontal lines) in the top left corner of the Cognos window.



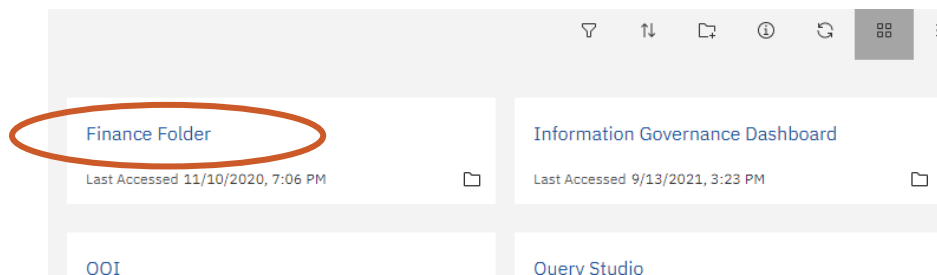
3. Select **Content**.



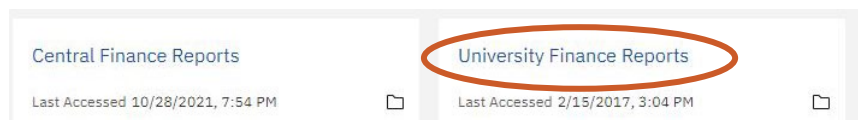
4. Select the **Team Content** tab.



5. Select the **Finance Folder**.



6. Select the **University Finance Reports**.



7. Select the **PCard** block.

