



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

The screenshot shows the 'Access Request Forms' section of the Access Management page. It contains a note about MSU employees gaining access to systems through an access request process. Below this is a 'Quick Tip' box with a link to a Knowledge Base Article. The 'Access Requests' menu is shown with a plus sign (+) icon, which is circled in red. Below the menu is a link to 'Enterprise Business Systems (EBS) Access Requests'.

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

The screenshot shows the 'Default Form' request page. It includes a note about adding access to miscellaneous systems. The 'Request' button is circled in red.

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.

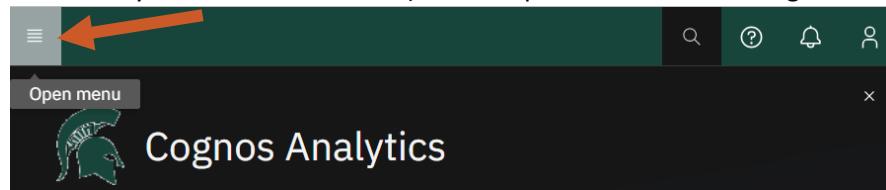
Accessing reports

1. Log in to [ebs.msu.edu](#) and click the **Business Intelligence and Analytics** tile.

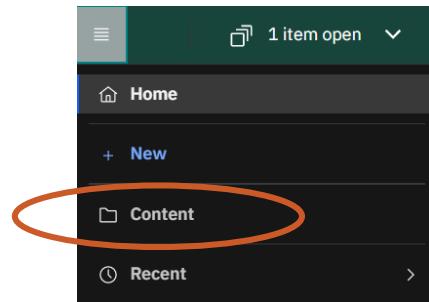
The screenshot shows the 'Enterprise Business Systems' homepage. It features a grid of tiles for various systems. The 'Business Intelligence and Analytics' tile is highlighted with a red arrow pointing to it. The tile has a 'New Window Opens' link below it.



2. Open the menu (indicated by three horizontal lines) in the top left corner of the Cognos window.



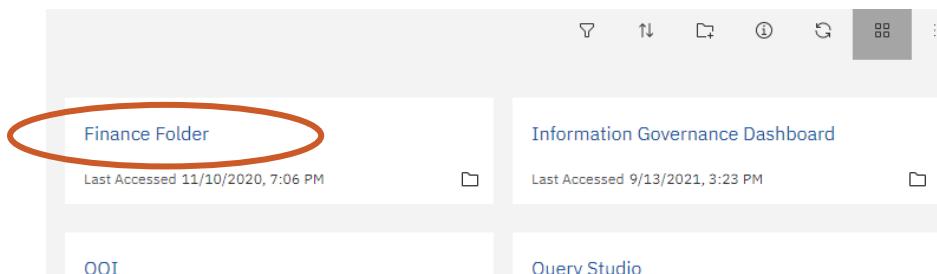
3. Select **Content**.



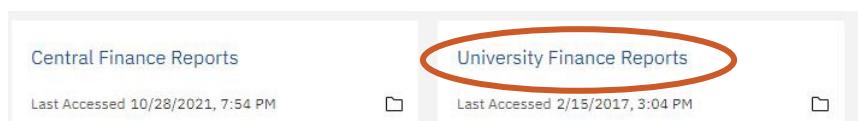
4. Select the **Team Content** tab.



5. Select the **Finance Folder**.



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



7. Select the **PCard** block.

