amentum™

Experience | Passion | Purpose

Cognos Training

Updated for 2025

Agenda

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- Popular Reports
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Login

- Use Firefox web browser for Cognos
  - Other browsers do not show all the menus

- https://prodcognos.amentum.com/ibmcognos/bi/

- Use the same username and password used to login or unlock your computer
  - Also known as your services username and password

- If you're unable to login, visit https://resetpw.amentum.com/
  or call 1-800-822-2429

Sign in with your Services ID

john.doe

Password

Sign in

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trademarks or registered trademarks of International
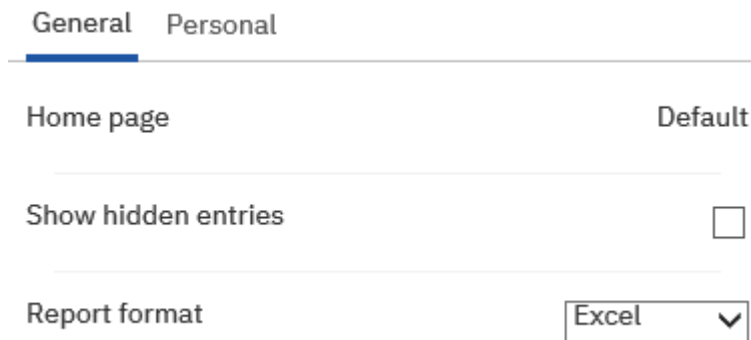Business Machines Corp., registered in many
jurisdictions worldwide.

Preferences

- Most everyone prefers to run reports to open with Excel
- Click the person icon at the top-right and select My Preferences
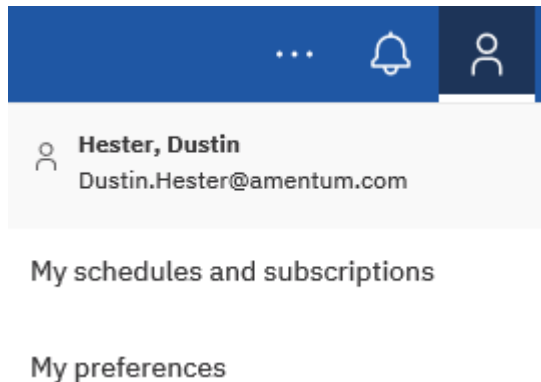
- Choose Excel next to report format

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Popular Reports

- There are currently over 1,000 reports available to use in Cognos

- Listed below are the top ten most-used reports and their location

|		
1.	General Ledger Detail	Team Content > All Reports > General Ledger
2.	Timesheet History Report	Team Content > All Reports > Labor Distribution
3.	Open Billing Detail Transactions	Team Content > All Reports > Billing
4.	Project Loaded Cost	Team Content > All Reports > Projects
5.	Project Status Report	Team Content > All Reports > Projects
6.	Timesheet Edit Detail By Employee	Team Content > All Reports > Labor Distribution
7.	Unprocessed Timesheets	Team Content > All Reports > Labor Distribution
8.	AR Cash Receipts	Team Content > All Reports > Accounts Receivable
9.	Timesheet Daily Detail Inquiry	Team Content > All Reports > Labor Distribution
10.	Accounts Receivable Aging	Team Content > All Reports > Accounts Receivable

Connections

- You will be asked to choose a connection when you run a report.

- PRODCP = Fiscal Year 2022 and forward

- If you need data from before FY 2022, ask your supervisor for the appropriate connection
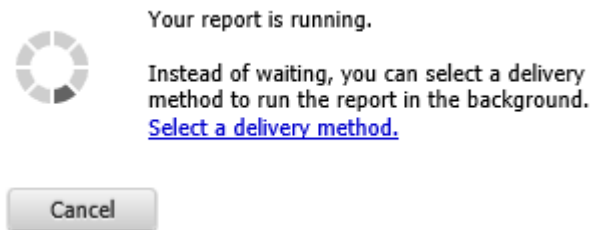
Closing Reports

- You must close the report after you run it.
- If you try to run it again and it's still open, you'll get the same results
- Close the report by clicking drop-down in the center of the screen
- Click the white X in the black circle

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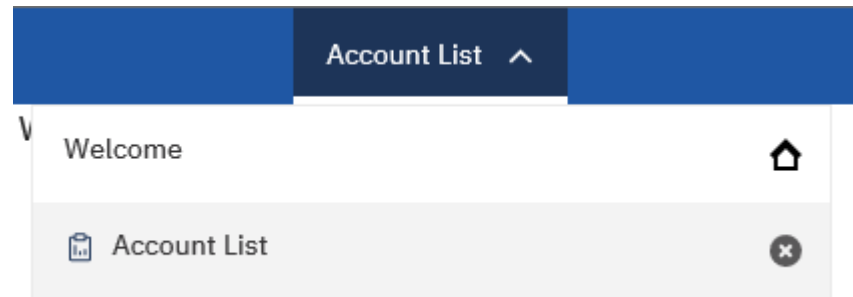
Emailing A Report

- Run your report and when the window below appears, choose Select A Delivery Method

Your report is running.

Instead of waiting, you can select a delivery method to run the report in the background.
Select a delivery method.

Cancel

- Click Email Report...

Save Report
Save as Report View...
Email Report...

Cancel

- Click OK

Set the email options - General Ledger Detail

Specify the recipients and contents of the email. To add recipients, click an HTML report as the message body, leave the Body box empty and se

To:
Hester, Dustin (Dustin.Hester);

Cc:

Select the recipients...   Show Bcc

Subject:
Report: General Ledger Detail

Body:

☑ Attach the report

OK   Cancel

3/8/2022

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Report Views

- Save a report view to one of your favorite reports in your My Content
- Mouse over the report name and click the ellipses to the right
- Click Create Report View
- Click My Content
- Click Save
- Go to report view, click ellipses and go to properties
- Click Report
- Click Set Values
- Click Set
- Choose connection, choose parameters and click Save

Scheduling Report Views

- Schedule a report view to run at a recurring time in the future
- Go to report view, click ellipses and go to properties
- Click Schedule
- Click Create Schedule
- Choose frequency, options, etc.
- Most important:
  - Set delivery to Send by Email
  - Edit details
 - Attach report output
- Click Save

View Activities & Schedules

- Where to go to see if a report...
  - Is running in the background
  - Failed to run
  - Is setup to run in the future

- Go to My schedules and subscriptions under person icon

- Schedule = What you have scheduled to run in the future

- Current = What is currently running

- Past = What ran in the past, shows if it succeeded or failed
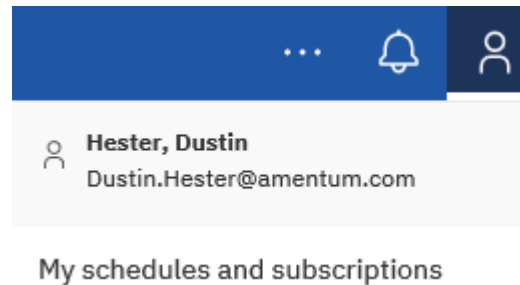
Renew Credentials

- You must renew credentials if you changed your login password
- Go to person icon
- My preferences
- Personal
- Advanced
- Click Renew to the right of Credentials

Who To Notify About Issues

- Visit https://amentum.servicenowservices.com/amtm
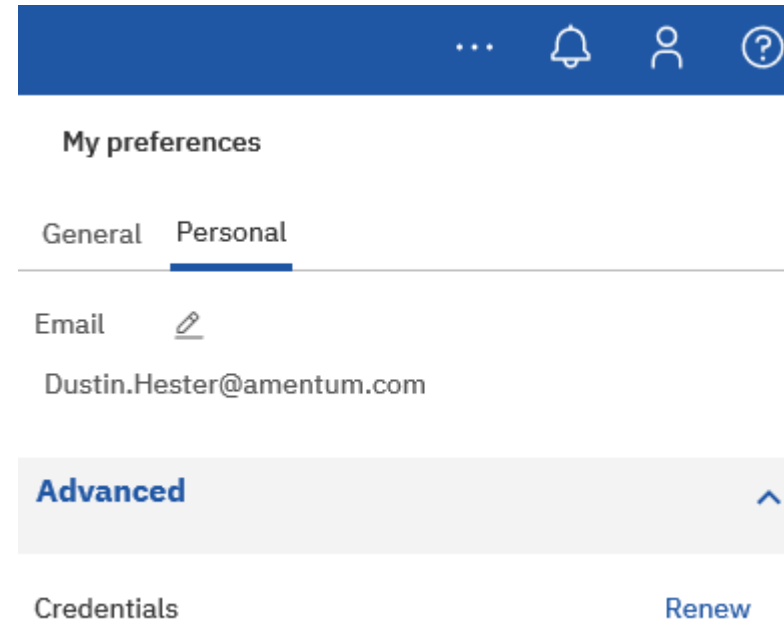
- Search for Cognos in the search bar

- Enter as much detail as possible

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