

## **CU-Data Term Definitions** <sup>[1]</sup>

### **Report Views**

If you often run the same report for the same set of prompt values, such as a certain list of SpeedTypes, you can save the values as a preset that Cognos calls a Report View.

### **Shortcuts**

If you regularly run a report from Team content, you can create a link to that report in My content. If the original report is moved or renamed, the shortcut no longer works.

### **My content**

My content is a folder in which you can save content - such as saved report views, shortcuts, and Query Studio queries - for your own use.

### **Team content**

You can navigate the Team content folder to get to all reports. Reports are listed in alphabetical order.

### **Prompts**

Prompts are report elements that ask for parameter values to run a report. Common prompts include SpeedType or FOPPS information, reporting periods, and Accounts.

### **Format**

You can change the format of any report to HTML, PDF, CSV, Excel, or Excel data. HTML allows for drilling down reports. PDF is helpful for printing, sharing, or saving reports to your computer. CSV shows tabular data in plain text. Excel displays a spreadsheet with all headers and subtotals. Excel data displays a spreadsheet with no header information or subtotals, allowing for easier manipulation of data.

### **Single SpeedType**

Wherever you see the search prompt, titled SINGLE SPEEDTYPE, you can key in a SpeedType and hit the enter key. This prompt then also appears on the report output, allowing you to key in another speedtype for another run, without returning to the report's initial prompt page.

### **Drill**

In the HTML format, you can access more detailed information by clicking on any blue hyperlinked fields. To drill to student financial data, you must have access to that system.

## Trigger

You can schedule report views to run upon each month-end close. This is called scheduling by trigger. UIS would fire the trigger at the end of the month-end processing. We'll have more information on this later.

## m-Fin LAUNCH

m-Fin LAUNCH suggest reports to run to accomplish specific tasks, depending on your SpeedType, Org, or Project characteristics.

### Groups audience:

Controller

### Right Sidebar:

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### Links

[1] <https://www.cu.edu/controller/cu-data-term-definitions>