



**COGNOS**  
**Using Banner and the Metadata**  
**To Locate Query Items**

*September 2015*

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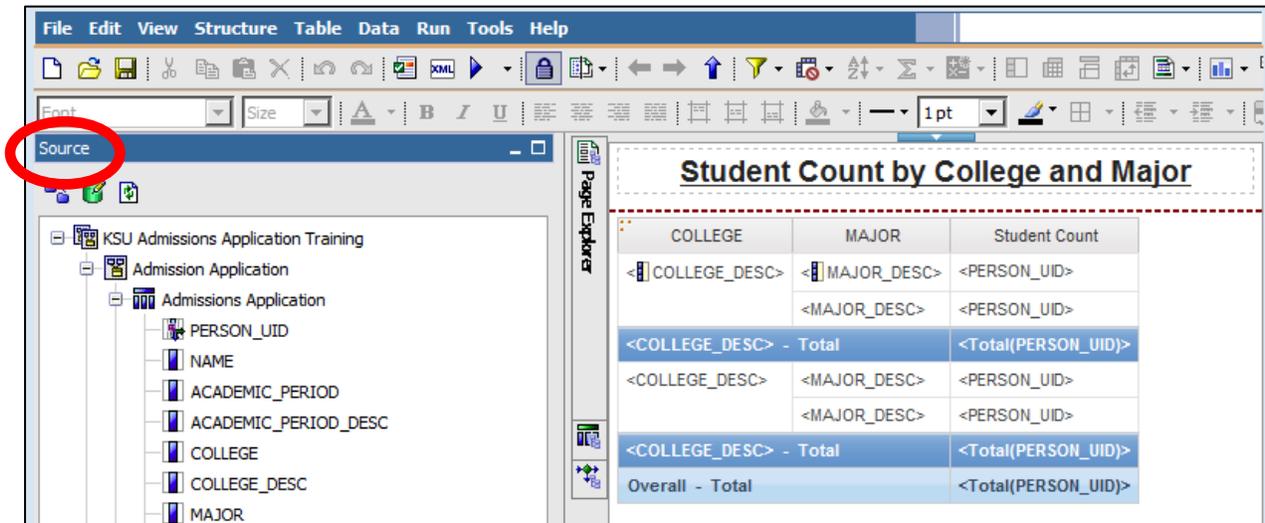
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## Adding Banner Data to a Cognos Report

In Cognos, information is gathered from many different Banner fields to create a report that accurately reflects the analysis and compilation of desired information. As the amount of information collected by Banner, as well as other applications at the university, is quite remarkable in scope, it may often be difficult to know precisely where a specific piece of data is stored.

In many cases, information can be easily found by drilling down through the data available in the Source window of the Insertable Objects pane. The source window displays the data fields available in the Data Package that is being used to create the report.



The screenshot shows the Cognos Report Studio interface. The 'Source' window on the left is highlighted with a red circle and contains a tree view of data fields under 'KSU Admissions Application Training' > 'Admission Application' > 'Admissions Application'. The fields listed are PERSON\_UID, NAME, ACADEMIC\_PERIOD, ACADEMIC\_PERIOD\_DESC, COLLEGE, COLLEGE\_DESC, and MAJOR. The main report preview area shows a table titled 'Student Count by College and Major' with columns for COLLEGE, MAJOR, and Student Count. The table contains several rows with data items like <COLLEGE\_DESC>, <MAJOR\_DESC>, and <PERSON\_UID>, along with summary rows for 'Total' counts.

However, if the data item is not readily found, it may be easier to search for the location of the data in the Operational Data Store. For some Banner field data, it may be necessary to request that the Banner field be added to the ODS or to the Data Package that is being utilized. However, most data needed should be available.

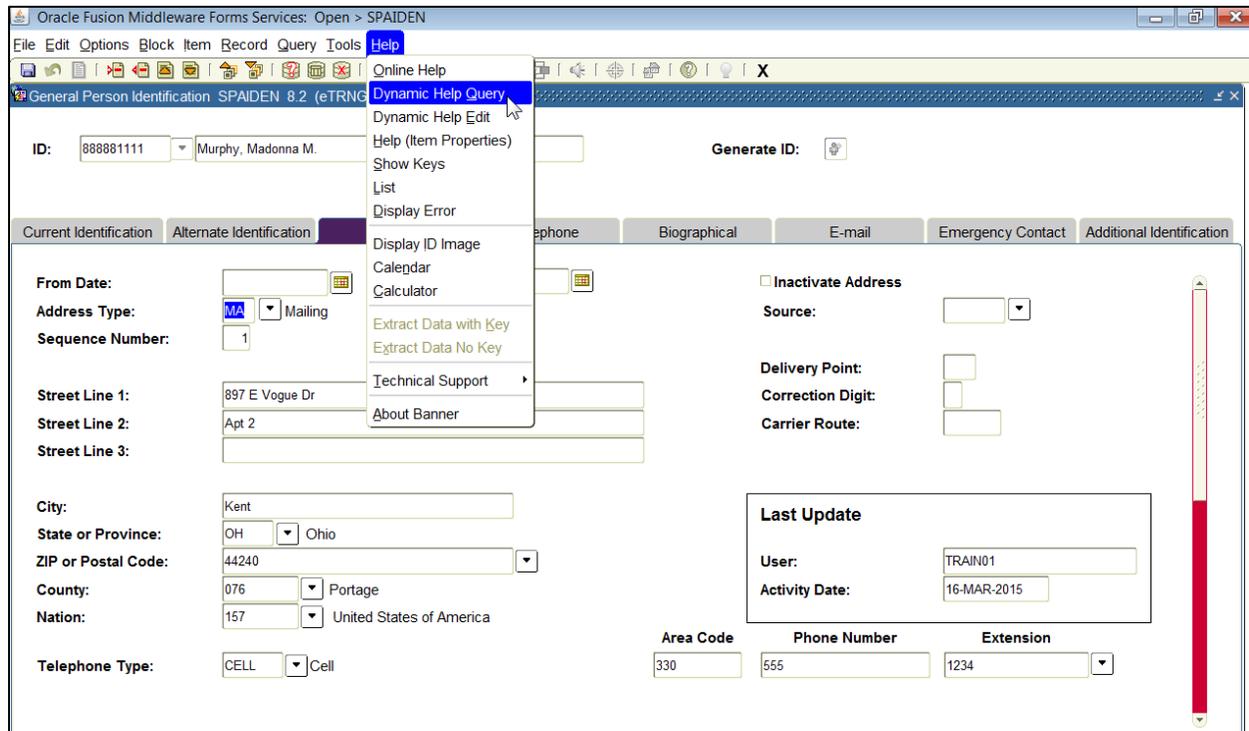
Searching the ODS for the name of the data item will not retrieve the data but it will help to find the path to its location. Once the path is discovered it will be much easier to drill through the Packages, Views, and Query Subjects, to find the required item.

## About the Operational Data Store (ODS)

COGNOS receives its data from the Operational Data Store (ODS). The ODS receives its data from sources such as Banner, Blackboard, Degreeworks, and others. This is important to know because the ODS does not contain 'live' data; the data is refreshed nightly. Therefore, if you run a report in COGNOS and see that some information is incorrect (in Banner) and you make the edit in Banner, you will not see that change reflected until the nightly refresh.

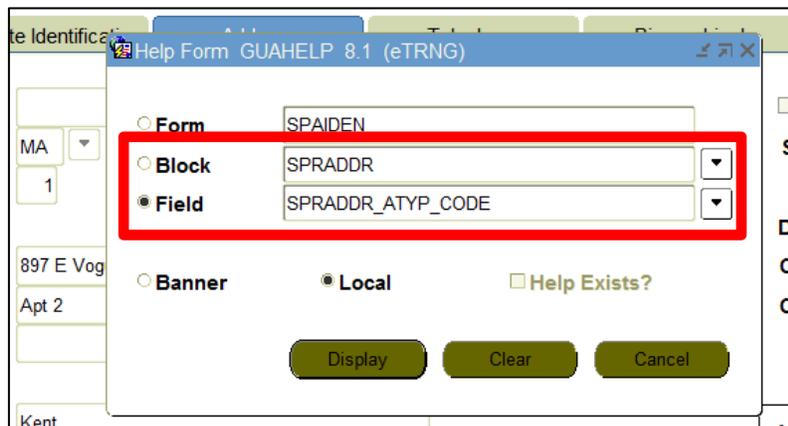
# Locating a Banner Field in the Operational Data Store (ODS)

In order to find where a Banner field data is located in the ODS, the first step is to identify the name of the Banner field as it is stored in the ODS. Keep in mind that Banner forms are essentially Views, pulling data from different Tables to display information.



For many Banner fields, if they are active fields, the source data can be found by the following:

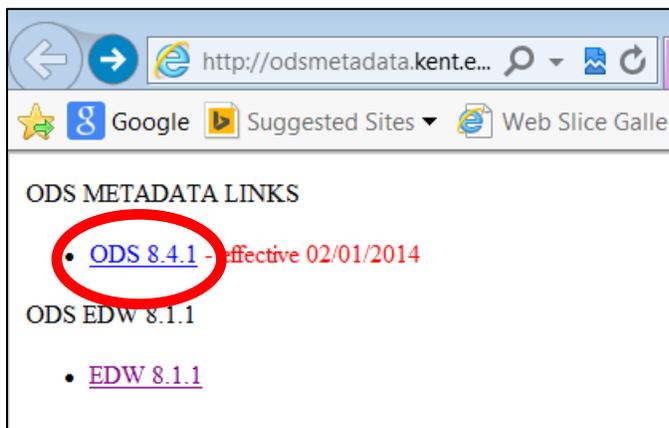
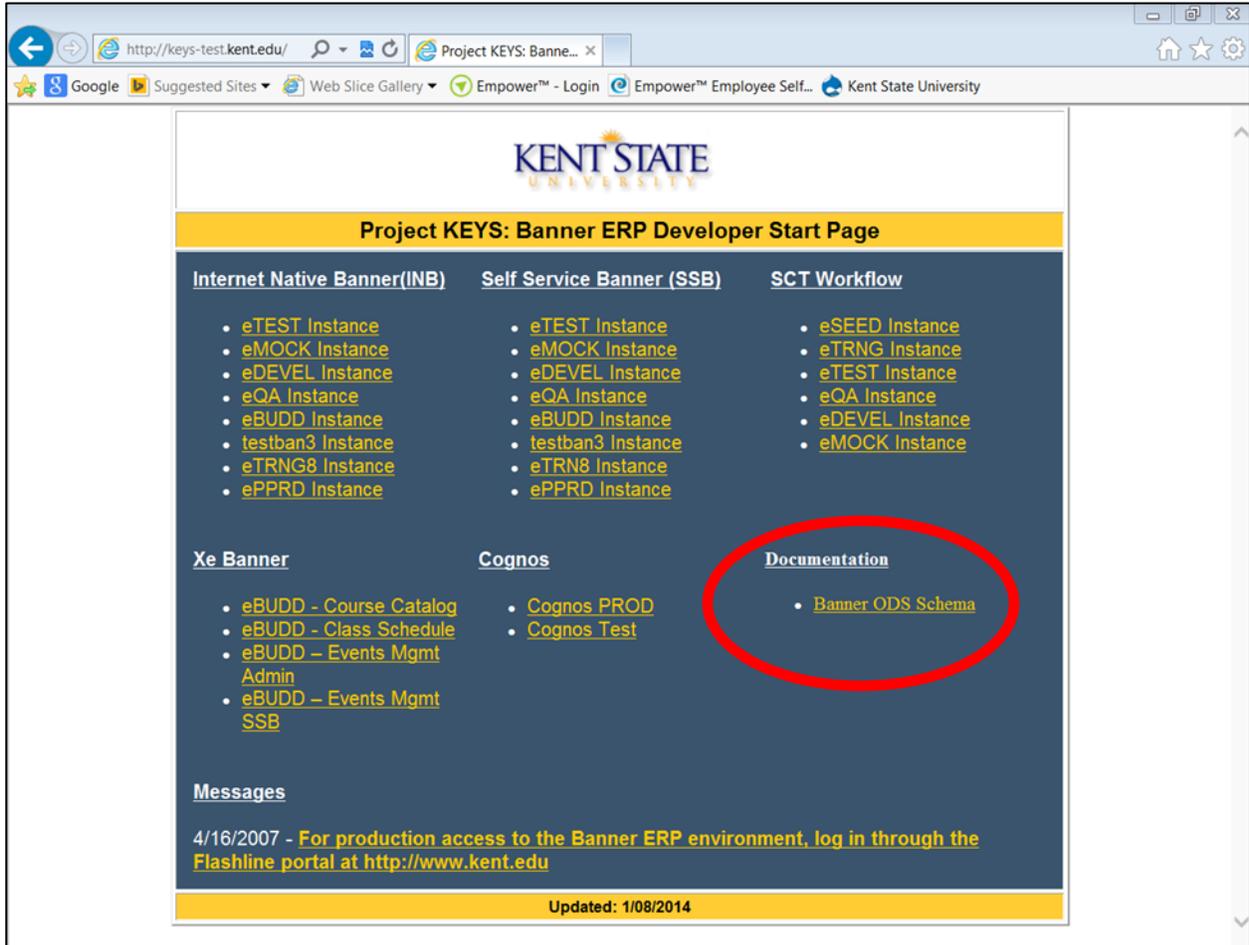
1. Open a banner form that contains the desired Banner field.
2. Click inside the field to select it.
3. Select **HELP** from the Menu Bar
4. Select **DYNAMIC HELP QUERY** from the drop down list.



5. The **Block** section notes the table that houses the Field.
6. The **Field** section displays the name used in the metadata.
7. Go to Cognos or the Project Keys site to find the link to the metadata using the **Block** and **Field** information.

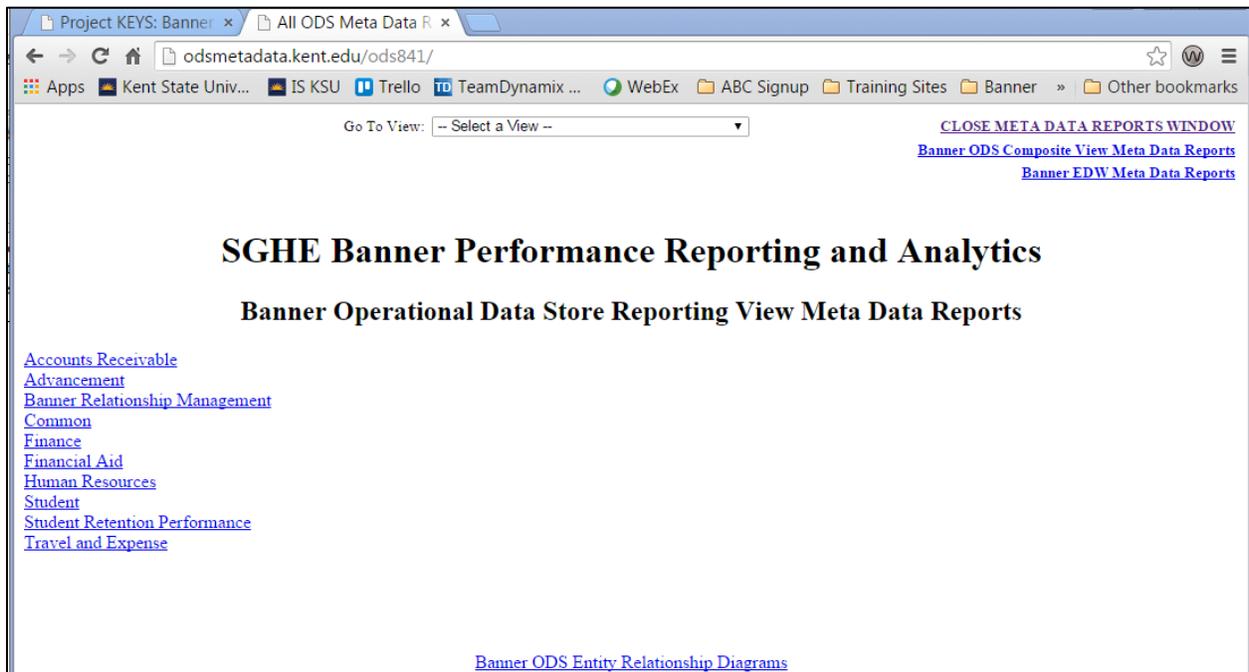
# Accessing the Operational Metadata

The link for the ODS metadata is available on the Project Keys site at <http://keys-test.kent.edu> in the Documentation section. It will take the user to the ODS Metadata options in the Cognos Connection page at: <http://odsmetadata.kent.edu/>.



The link will forward the user to the **ODS links** for the ODS metadata available to report writers and the **Enterprise Data Warehouse** which is used by the Cognos team. Select the metadata link to access the metadata options.

**NOTE:** The EDW data should not be used.



The reports and tables for the ODS metadata are categorized by the Product/Purpose of the Banner Group and the type of information they hold. The links for the Banner Groups are listed.

Code	Product/Purpose
A	Advancement
F	Finance
G	General
N	Position Control
P	Payroll/Human Resources
R	Financial Aid
S	Student (Shared)
T	Accounts Receivable

Similar to the naming convention for Banner forms, the metadata reports and tables are notated using the first letter of their names as a code to specify to what Banner Group the item belongs.

Example:

SPRADDR\_ATYP\_CODE = "S"-Student

Clicking the link for the associated Banner Group, as seen on the previous page, opens the site for the metadata reports and tables for that particular group. The top section of the page lists the **Target Reports**, or Query Subjects, including descriptions of the data contained within.

Reporting View	Description	Key & Frequency	Recommended Search Columns
<a href="#">ACADEMIC_HISTORY_EVENT</a>	Contains data pertaining to a student's academic history events.	One row per person.	PERSON_UID ACADEMIC_HISTORY_EVENT TRANSCRIPT_IND, PERSON_UID
<a href="#">ACADEMIC_OUTCOME</a>	Contains data about all awards sought and/or earned by a student. Details include program of academic study, majors, degree GPA, total credits earned, institutional and departmental honors, etc. The GOVERNMENT_ACADEMIC_OUTCOME reporting view may be used to report on only those outcomes that were awarded.	One row per person per outcome number.	PERSON_UID, OUTCOME_NUMBER STATUS, STUDENT_LEVEL ACADEMIC_PERIOD, GRADUATION PROGRAM, MAJOR, PERSON_UID COLLEGE, DEPARTMENT, PERSON_UID
<a href="#">ACADEMIC_OUTCOME_SLOT</a>	Uses data from the ACADEMIC_OUTCOME reporting view. Displays up to 3 sets of values based on the student level. Currently, there are no associated display rules so the three most recent academic outcomes will be displayed.	One row per person per student level.	PERSON_UID, STUDENT_LEVEL ACTIVITY_DATE
<a href="#">ACADEMIC_STUDY</a>	Contains data for each curriculum program the student is considered active. A student will have one record for each different academic study recorded for the person. All current and active curriculum records for an academic period will have a separate reporting row for ease of reporting. The field of study associated with the active curriculum will be included for up to four majors, each potentially having up to three associated concentrations. The curriculum may also display up to four associated minors. The student's primary curriculum for the academic period will be flagged with the PRIMARY_PROGRAM_IND set to Y	One row per person per academic period with student activity per curriculum.	PERSON_UID, ACADEMIC_PERIOD, PRIMARY_PROGRAM_IND, RE PERSON_UID, ACADEMIC_PERIOD PERSON_UID, ACADEMIC_PERIOD, PRIMARY_PROGRAM_IND, PR ID, ACADEMIC_PERIOD ACADEMIC_PERIOD, STUDENT_LEVEL, PRIMARY_PROGRAM_INI COLLEGE

[SORTEST](#)  
[SORTSPC](#)  
[SPRDRG](#)  
[SPRADDR](#)  
[SPRICLD](#)  
[SPRIDEN](#)  
[SPRMEDI](#)  
[SPRTELE](#)  
[SRBRECR](#)  
[SRRCHRT](#)

Scrolling toward the bottom, the **Source Reports**, or tables, are found which correspond to the **Block** information from the Banner form. Clicking the link for the table as found in the Banner form reveals the source data for the Banner item.

Go To View:  [RETURN TO](#)  
 Composite View Source: SPRADDR Travel And Expense

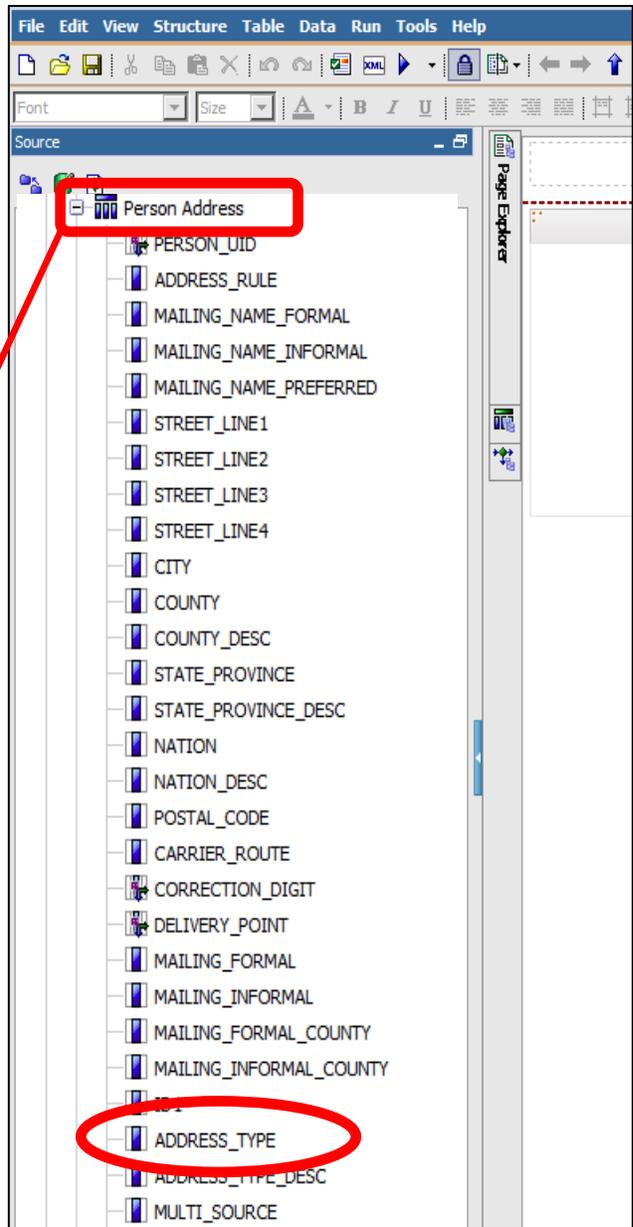
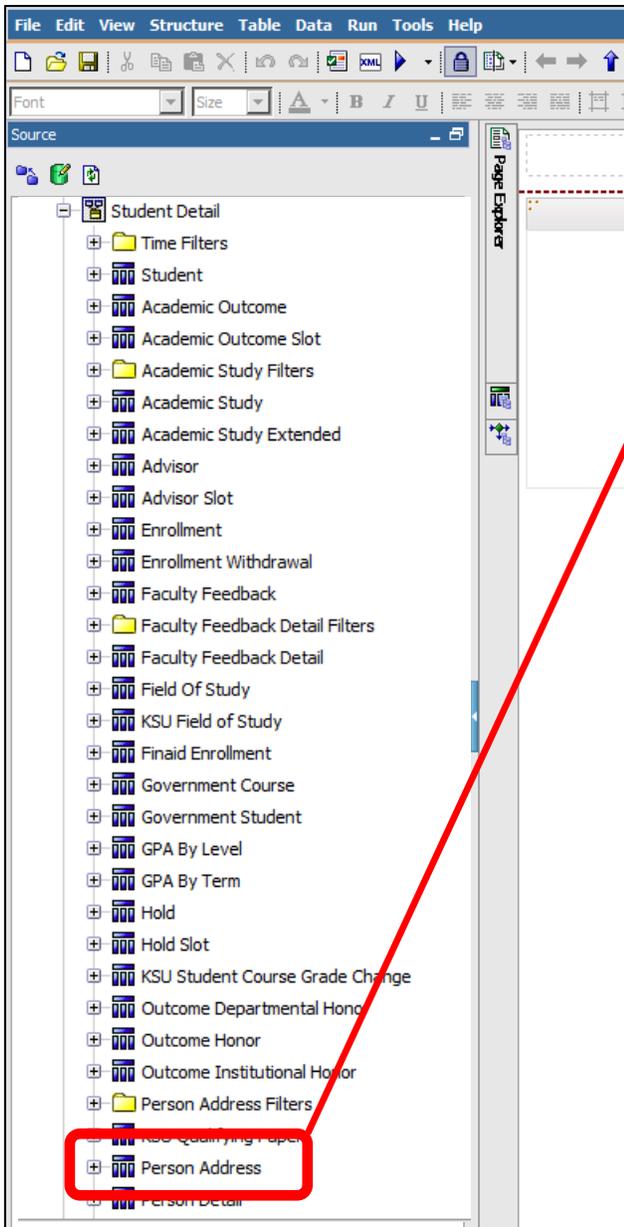
**SGHE Banner Operational Data Store**  
 Reporting View Source: SPRADDR - NULL

Source Column	Source Form	Target Type	Target	Target Column
SPRADDR_CNTY_CODE	APAIDEN	REPORTING VIEW	<a href="#">PLEDGE_ASSOCIATED_ENTITY</a>	<a href="#">ASSOCIATED_COUNTY</a>
SPRADDR_NATN_CODE	APAIDEN	REPORTING VIEW	<a href="#">PLEDGE_ASSOCIATED_ENTITY</a>	<a href="#">ASSOCIATED_NATION</a>
SPRADDR_ASRC_CODE	SPAIDEN	REPORTING VIEW	<a href="#">ADVANCEMENT_ADDRESS_SLOT_KSU</a> <a href="#">ADVANCEMENT_ADDRESS_SLOT_KSU</a> <a href="#">ADVANCEMENT_ADDRESS_SLOT_KSU</a> <a href="#">ADVANCEMENT_ADDRESS_SLOT_KSU</a>	<a href="#">ADDRESS_SOURCE_1</a> <a href="#">ADDRESS_SOURCE_2</a> <a href="#">ADDRESS_SOURCE_4</a> <a href="#">ADDRESS_SOURCE_5</a>
<b>SPRADDR_ATYP_CODE</b>	SPAIDEN	REPORTING VIEW	<a href="#">E_ESS_SLOT_KSU</a> <a href="#">ADVANCEMENT_ADDRESS_SLOT_KSU</a> <a href="#">PERSON_ADDRESS</a>	<a href="#">e et.html#ADDRESS_TYPE"&gt;ADDRESS_TYPE</a> <a href="#">ADDRESS_TYPE_1</a> <a href="#">ADDRESS_TYPE_4</a> <a href="#">ADDRESS_TYPE</a>
SPRADDR_CARRIER_ROUNT	SPAIDEN	REPORTING VIEW	<a href="#">ORGANIZATION_CONTACT</a>	<a href="#">CARRIER_ROUTE</a>

The Table, or View Source, includes a grid with the **Source Column** identifying the **Banner Field**, and the **Target Column** listing the name of the **Cognos Query Subject**.

SPRADDR_ATYP_CODE	SPAIDEN	REPORTING VIEW	<a href="#">E_ESS_SLOT_KSU</a> <a href="#">ADVANCEMENT_ADDRESS_SLOT_KSU</a> <b><a href="#">PERSON_ADDRESS</a></b>	<a href="#">e et.html#ADDRESS_TYPE"&gt;ADDRESS_TYPE</a> <a href="#">ADDRESS_TYPE_1</a> <a href="#">ADDRESS_TYPE_4</a> <b><a href="#">ADDRESS_TYPE</a></b>
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The **Person Address** Target references the Cognos Query Subject and the **Address Type** item in the column labeled Target Column represents the **Data Item** from the **Banner Form**. As stated previously, the ODS will deliver a reference of where to look for the data item in the Cognos Source window. Using this information from the ODS, it may be easier to find the intended field for the report.



Though most of the information is now available to find the desired field item, it may still take some effort and thought to locate it. It is housed in the **Student Package**, though some calculation will be needed to ascertain the exact location by determining inside the package which **View** holds the **Query Subject** and finally the **Item**. Searching through the ODS may, however, make the search for the data item a little easier.