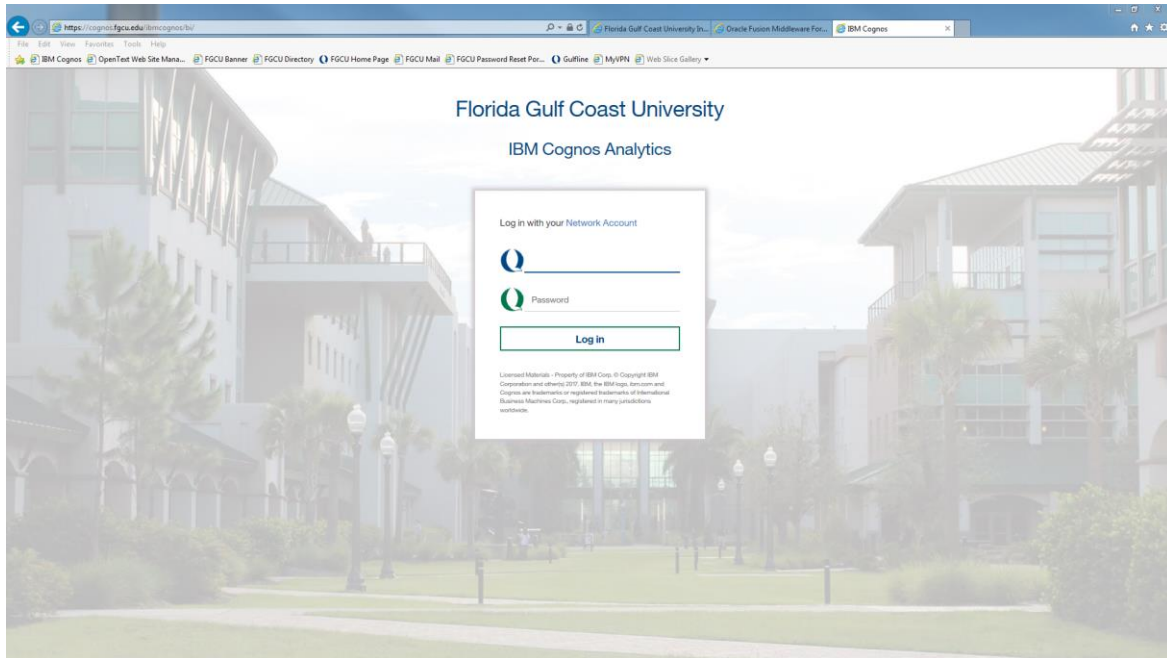


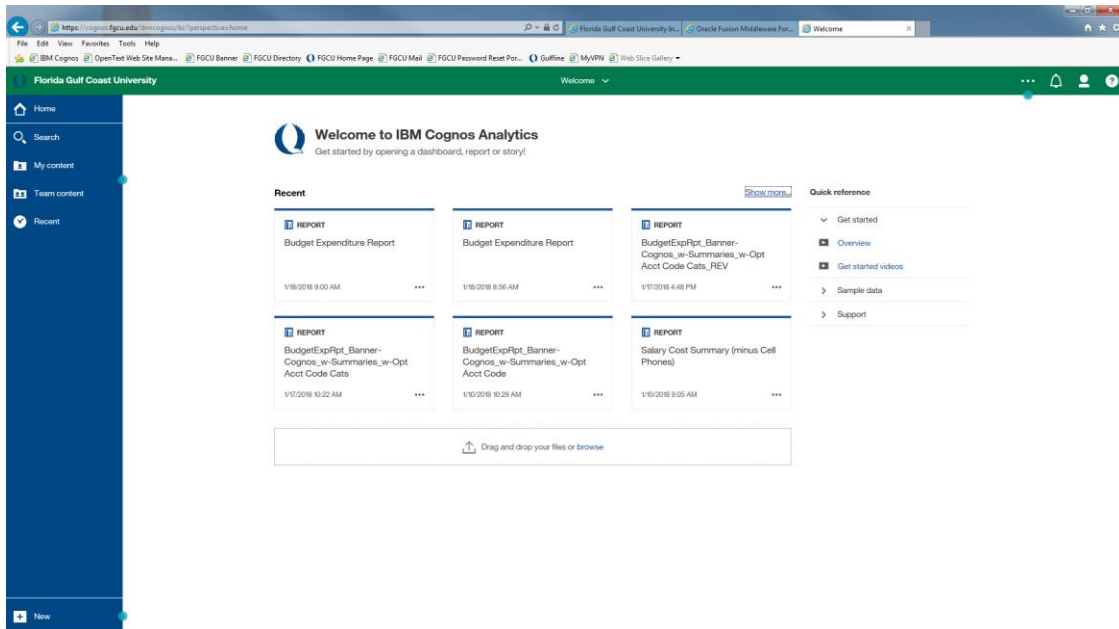
# COGNOS USERGUIDE

## BUDGET EXPENDITURE REPORT

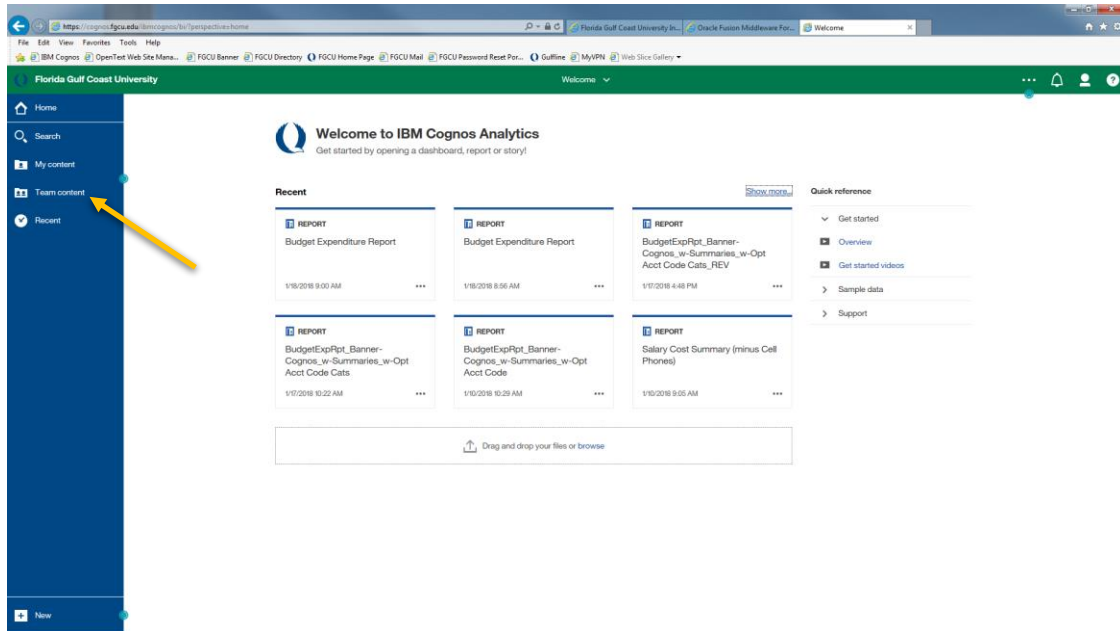
To access Cognos, use the following link: [Cognos.fgcu.edu](https://cognos.fgcu.edu)



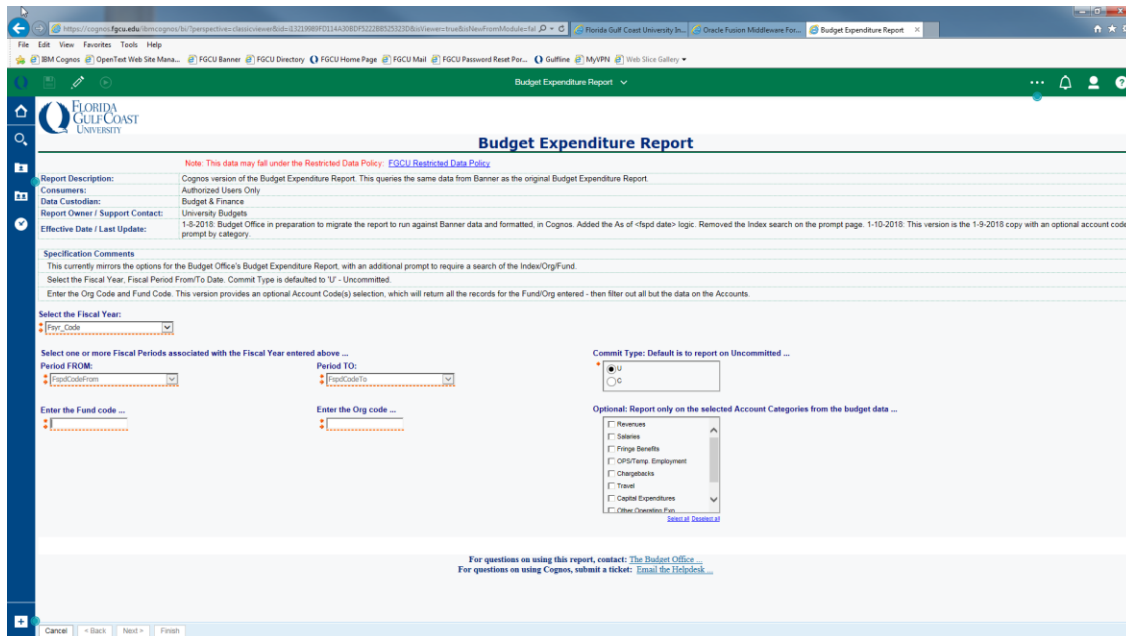
- You will log in using your network ID and password. Do not put @fgcu.edu at the end of your username. Once you are in, your homepage will look similar to below.



- To navigate to the "Budget Expenditure Report", you will click on the "Team Content" folder located on the left-hand side banner of your home screen. This is where all Cognos reports are stored. (once you run a report it will show up on your homepage under Recent)



- Go to "All Reports" ---> "Budget Office – Budget Reports" ---> "Budget Expenditure Report"



- From this point forward, the report is going to look very similar to the old version. You will be required to:
  - select a FY
  - enter your From and To Periods,

- Commitment Type will always be defaulted to Uncommitted now 😊 ,
- enter your Fund and Org codes
- You now have the option to filter out your data based on Account Code Categories – this is only **optional**, so if you do not select anything in this box, the report will automatically pull all the budget information.
- Once you have all your data entered, you will click “Finish” at the bottom left of the screen to run the report and you will get something similar to below:

**Budget Expenditure Report**

Fiscal Year: 2018  
 From Period: 01 - JUL  
 To Period: 07 - JAN  
 Fund Code: 10001 - General Revenue Approp  
 Org Code: 200900 - Budget Office  
 Commit Type: U

POOL\_CODE: 6100 - Salaries & Benefits - Pool Account

ACCOUNT: 6100 - Salaries & Benefits - Pool Account

ACCOUNT	DATE	DOCUMENT	TRANSACTION DESCRIPTION	COMMIT TYPE	ORIGINAL BASE BUDGET	PERM. BUDGET ADJUSTMENT	TEMP. BUDGET ADJUSTMENT	TOTAL BUDGET	ENCUMBERED	EXPENSED	Balance
6100	07/01/2017	L0000157	FY18 Base Budget Load	U	182,449.00	0.00	0.00	182,449.00	0.00	0.00	
<b>6100 - Account Summary</b>						182,449.00	0.00	0.00	182,449.00	0.00	0.00

ACCOUNT: 6106 - A & P Salary

ACCOUNT	DATE	DOCUMENT	TRANSACTION DESCRIPTION	COMMIT TYPE	ORIGINAL BASE BUDGET	PERM. BUDGET ADJUSTMENT	TEMP. BUDGET ADJUSTMENT	TOTAL BUDGET	ENCUMBERED	EXPENSED	Balance
6106	01/05/2018	F0043168	HR Payroll 2018 BS 1 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	01/19/2018	F0043332	HR Payroll 2018 BS 2 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	07/03/2017	F0041579	HR Payroll 2017 BS 14 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	07/21/2017	F0041740	HR Payroll 2017 BS 15 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	08/04/2017	F0041870	HR Payroll 2017 BS 16 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	08/18/2017	F0042004	HR Payroll 2017 BS 17 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	09/01/2017	F0042194	HR Payroll 2017 BS 18 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	09/15/2017	F0042297	HR Payroll 2017 BS 19 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	09/29/2017	F0042428	HR Payroll 2017 BS 20 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	10/13/2017	F0042547	HR Payroll 2017 BS 21 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	10/27/2017	F0042647	HR Payroll 2017 BS 22 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	11/09/2017	F0042735	HR Payroll 2017 BS 23 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	11/22/2017	F0042865	HR Payroll 2017 BS 24 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	12/08/2017	F0042982	HR Payroll 2017 BS 25 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
6106	12/22/2017	F0043088	HR Payroll 2017 BS 26 0	U	0.00	0.00	0.00	0.00	0.00	0.00	6,990.37
<b>6106 - Account Summary</b>						0.00	0.00	0.00	0.00	0.00	104,855.55

ACCOUNT: 6115 - Cell Phone Allowance

ACCOUNT	DATE	DOCUMENT	TRANSACTION DESCRIPTION	COMMIT TYPE	ORIGINAL BASE BUDGET	PERM. BUDGET ADJUSTMENT	TEMP. BUDGET ADJUSTMENT	TOTAL BUDGET	ENCUMBERED	EXPENSED	Balance
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- You can have the report output in PDF, HTML, or Excel. The default is currently setup in HTML but if you want to change it, just click the  button located on the top left banner and select your option.

**\*\* If you have any access issues, or problems with the report data, please contact The University Budget Office. \*\***