




Budget/Transfer Center – User's Guide

Table of Contents

| | |
|---|-----------|
| My Illinois State | 2 |
| My Illinois State – Accessing Transfer Center and Cognos through My..... | 2 |
| Transfer Center | 2 |
| Transferring Funds | 3 |
| Cognos Overview | 4 |
| Supported Web Browsers | 4 |
| Navigating to Cognos | 4 |
| Log in to Cognos | 4 |
| Welcome Page Overview | 5 |
| Log out of Cognos | 6 |
| Cognos Application Bar Overview | 6 |
| Home Page Overview | 8 |
| Reports | 11 |
| Navigate to Reports | 11 |
| Additional Information about Folder Structure and Reports..... | 13 |
| Overview of Report Viewer (Interactive Reports)..... | 14 |
| Run All Details Report from Top-Level Report..... | 15 |
| Navigate to a Drill Through Report..... | 15 |
| Change Prompts in a Drill Through Report..... | 15 |
| Employee Position Funding Report..... | 16 |
| General Revenue – Unit Total Summary | 18 |
| Run/Export Options  | 19 |
| Export to Excel in Google Chrome | 19 |
| View Top-Level Report as PDF | 19 |
| Subscribe to a Report | 20 |
| Delete a Subscription | 20 |
| Return to the Report..... | 21 |
| Using the Toolbar in Interactive Reports | 21 |
| Filter | 21 |
| Group | 23 |
| Sort | 23 |
| Summarize | 24 |
| Dashboards | 25 |
| View and Interact with a Dashboard | 25 |
| Where to Get Help | 27 |
| Request Access to the Budget Center | 27 |
| Contact the University Budget Office | 27 |
| Contact the Technology Support Center (TSC) | 27 |
| Visit the EDA Website | 27 |



My Illinois State

My Illinois State – Accessing Transfer Center and Cognos through My

Use the Fiscal tab in My Illinois State to access the Transfer Center and Cognos, as well as all other Budget Management Tools.

1. Navigate to [My.IllinoisState.edu](https://my.illinoisstate.edu).
2. Click the [Central Login](#) button.
3. Log in using your ULID and password.
4. Click the [Fiscal](#) tab.
5. In the black **Budget Center** box click
 - [Launch Cognos](#) – go to Cognos to view reports on payroll, budgets, budget transfer details, encumbrances and expenditures by fund, unit, employee, and more.
 - [Make a Budget Transfer](#) – go to the Transfer Center to transfer funds between your accounts or to others.

Home Academics Pay & Benefits **Fiscal**

Fiscal Resources

Access budget management tools, systems, and frequently used forms.

Home > Fiscal

Budget Management

| | | |
|--|---|---|
| iPeople iPeople | Agresso University Advancement | Facilities Billing TMA Billing Reports |
| One Database University Advancement | P-Card Statement JP Morgan Statement | |

[Back to top](#)

Budget Center

Cognos reports and dashboards of Colleague and iPeople information.

Google Chrome is the only supported browser for Budget Center.

[Launch Cognos](#) [Make a Budget Transfer](#)

Budget Center Help: [User Guide](#) | [Submit an Issue](#) | [Budget Office Contacts](#) | [Request/Modify User Access](#)

Transfer Center

Transfer Center is used to create budget transfers.



Transferring Funds

1. **Transaction Date** - shows today's date.
Transfers must be completed by 4:00 PM each day.
2. **Fiscal year** - select the Fiscal Year during which the transfer will take place.
3. **Transfer type** – select Temporary or Adjustment to Base.
4. **Fund type** – select the fund of the accounts.
5. **Transfer description** – describe the transfer in a way that will help you remember in the future. This will appear on Cognos reports. (This field must be completed.)

Transfer From section...

6. **Account/Description** – use the dropdown to select from the accounts for which you are responsible. *Enter any part of the account number or name to refine the list of accounts.*
7. **Amount** – enter the amount of budget funds to transfer from this account.
8. **Comments** – describe the transfer in a way that will help you remember in the future. *The comment will autofill all the comment fields for each account. Each account's comments can be changed.*
9. **Add Transfer From Account** – add additional account(s) to transfer budget from.

Transfer To section...

10. **Account/Description** – select from the accounts in the dropdown. *Enter any part of the account number or name to refine the list of accounts.*
11. **Amount** – enter the amount of budget funds to transfer to this account.
12. **Comments** – describe the transfer in a way that will help you remember in the future. *Auto filled with the comment typed above but can be changed.*
13. **Add Transfer To Account** – add additional account(s) to receive budget funds.

Budget Transfer
Budget Center

Transaction Date: 1

Fiscal year: 2023 2

Transfer type: Temporary 3

Fund type: General Revenue 4

Transfer description: 5
30 character maximum
Budget on HR to PRPA Cont

Transfer From

1. Account/Description: 6

Amount: Amount to be transferred: \$1,520.00 7
1470.00

Comments: 30 character maximum 8
To PRPA

2. Account/Description:

Amount: Amount to be transferred: \$1,520.00
50.00

Comments: 30 character maximum
PRPA

9 Add Transfer From account

Transfer To

1. Account/Description: 10

Amount: Remaining funds: \$0.00 11
1520.00

Comments: 30 character maximum 12
From Budget and HR

13 Add Transfer To account

Additional account was added to Transfer From section.

Other transaction details and confirmation



14. Transaction Details – summary of the amount being transferred. Remaining funds must be zero before processing can occur.

15. Optional email notifications – enter ULID(s) (separated by a comma, no spaces) for each person to receive an email notification that includes the budget transfer details once the transfer is complete.

16. Optional message to email notification recipients

– provide additional information about the budget transfer to include in the notification email.

17. Confirm Transfer – click this button to proceed with processing the transfer.

Transaction Details

Amount to be transferred: \$1,520.00 14

Remaining funds: \$0.00

Optional email notifications
Enter ULIDs separated by a comma, no spaces (e.g. rredbir,rredbi2)

rredbir,rredbi2 15

Optional message to email notification recipients
Enter a message to include in the the notification email (e.g. Reimbursement for student worker)

Reimbursement for consulting exp 16

Confirm Transfer > 17

Review the transfer as entered. You **MUST** click [Submit Transfer](#) at the bottom of the page to complete the transfer.

Cognos Overview

Supported Web Browsers

EDA (Enterprise Data and Analytics) recommends using Google Chrome when accessing Cognos.

Check the home page of their website TechSolutions.IllinoisState.edu/EDA for up-to-date browser information.

Navigating to Cognos

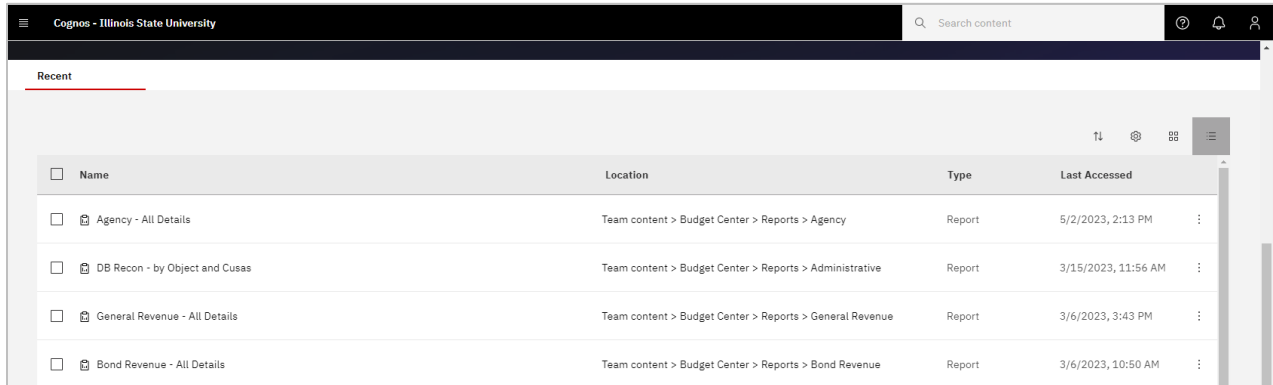
You can access Cognos by either using the button in My Illinois State, or by going to Insight.IllinoisState.edu. Before accessing Cognos, confirm you are on a secure ISU network. (Either on campus or VPN by running the Cisco AnyConnect Secure Mobility Client.)

Log in to Cognos

Click on the [Central Login](#) button and use your ULID and password to sign in.

Welcome Page Overview

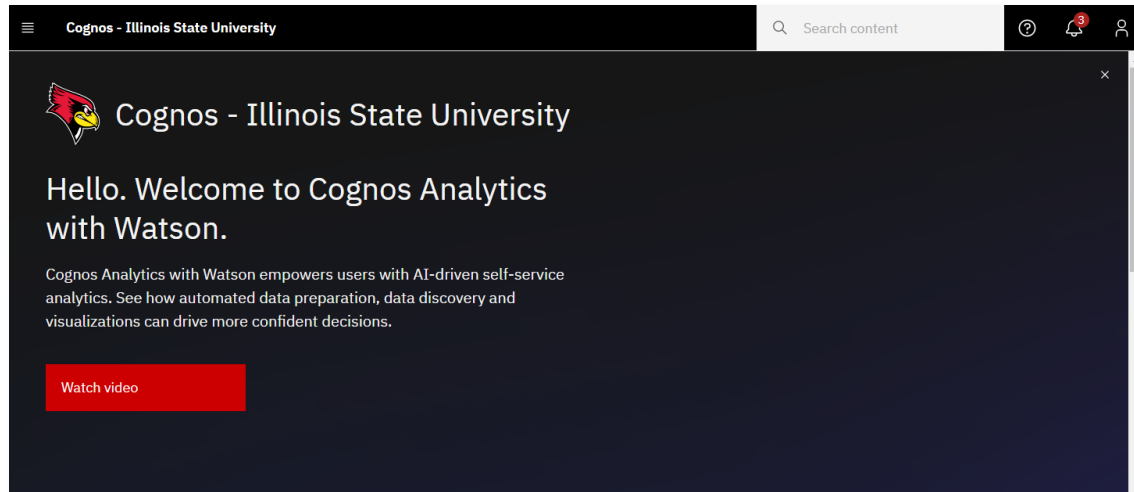
After logging in, the Cognos Home page will open. Note: First time Cognos users may not have any items listed under the Name Location header.



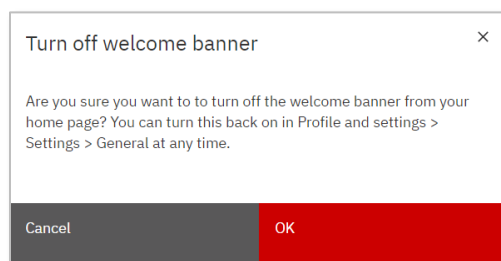
| Name | Location | Type | Last Accessed |
|--------------------------------|--|--------|---------------------|
| Agency - All Details | Team content > Budget Center > Reports > Agency | Report | 5/2/2023, 2:13 PM |
| OB Recon - by Object and Cusas | Team content > Budget Center > Reports > Administrative | Report | 3/15/2023, 11:56 AM |
| General Revenue - All Details | Team content > Budget Center > Reports > General Revenue | Report | 3/6/2023, 3:43 PM |
| Bond Revenue - All Details | Team content > Budget Center > Reports > Bond Revenue | Report | 3/6/2023, 10:50 AM |

A popup page like the one shown below may open at the top of the Home page. If so, do the following:


1. Click on the X in the upper right-hand corner to close it. The “Turn off welcome banner” popup box will open.



2. Click the OK button.

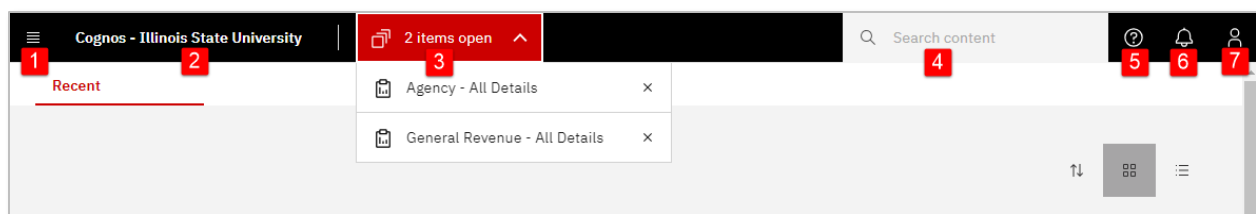



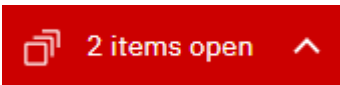
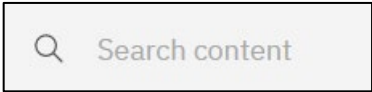

Log out of Cognos

1. When finished using Budget Center, click the  Personal Menu icon in the upper right-hand corner on the black application bar. A right sidebar displays.
2. Click Logout.

Cognos Application Bar Overview




The black bar displayed at the top of the screen when logging into Cognos is the Cognos application bar. The table below describes its functions when on the Home page.



| # | Icon | Description |
|---|--|---|
| 1 |  | Open Menu: Click this icon to open a left sidebar to display navigation actions the user can take. See the Navigate to Reports section for more details. Click off the sidebar to close it. |
| 2 | Cognos - Illinois State University | Home: Click on the Cognos – Illinois State University text to go to the Home page. |
| 3 |  (Example) | Items Open: This shows how many items are open in Cognos. The dropdown allows the user to click on the name of one of the items to go to that item's page. Clicking the X to the right of an item, closes it in Cognos. |
| 4 |  | Search Content: Enter the Name or partial name of an item, such as a report, to be found in Cognos. Cognos will display matches in a dropdown as text is typed. If one of the options displayed match what is being searched for, click on it. Otherwise, press the Enter key when done typing and Cognos will search on it. |
| 5 |  | Learn: This feature is not currently available. |

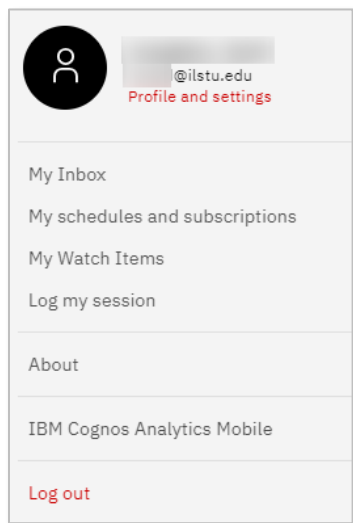
[Back to Top](#)



| # | Icon | Description |
|---|---|--|
| 6 |  | Notifications: Click the Notifications icon to open the right sidebar to display existing notifications such as when a report with a subscription was executed. A number is displayed on the icon if the user has existing notifications that have not been deleted. Hover to the right of a notification and the Delete icon  is displayed. Click on it to delete the notification. The notification number on the icon will be reduced accordingly. Click off the sidebar to close it. |
| 7 |  | Personal Menu: Click on this icon to open a right sidebar to display multiple options regarding the user's settings and customizations. See below for more details. Click off the sidebar to close it. |



Personal Menu:



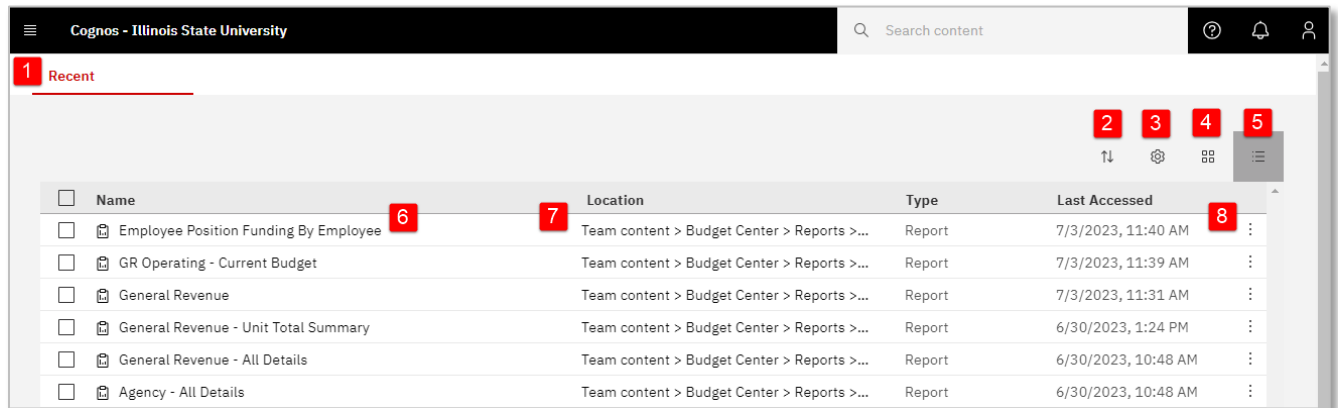
- **Profile and settings (under the user's name and email address):** No need to change.
- **My Inbox:** Click on this option and a new tab in the web browser is opened titled My Inbox. The page displays with any emails generated by Cognos. The most common emails displayed are those created when a user has created a subscription to run a report and email it to themselves at a specific day and time. Close the My Inbox tab in the web browser to go back to the previous Cognos screen.



- **My Schedules and subscriptions:** Click on this option to see current schedules and subscriptions. See the *Subscribe to a Report* and *Delete a Subscription* sections for more details on using this tool. To close out of this page, click on the Items Open icon (center of the black application bar) and click the X to the right of My Schedules and subscriptions text.
- **My Watch Items:** Not used.
- **Log my session:** Not used.
- **About:** Click on this option to see the current version of Cognos. Click the Close button to close the popup box.
- **IBM Cognos Analytics Mobile:** Click on this option to find out more about the mobile app. This is outside the scope of this document.
- **Log Out:** Click this option to logout of Cognos.







Home Page Overview

After logging in, you will land on the Home Page. The table below explains the functions on the Home page.



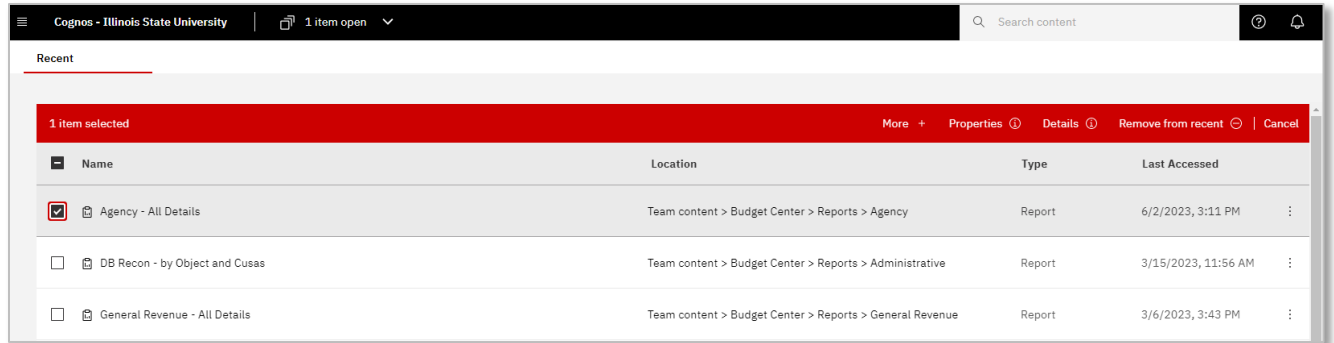
| # | Icon | Description |
|---|------|--|
| 1 | | Home page: This page shows the most recent twenty items the user has opened. The item's name, location, type and last accessed is listed in list view. Tile view (see below) will not display Location. |
| 2 | | Reset sort: Click on the icon and select to sort by name, modified (date/time) or by type (report/dashboard, etc.) and click |



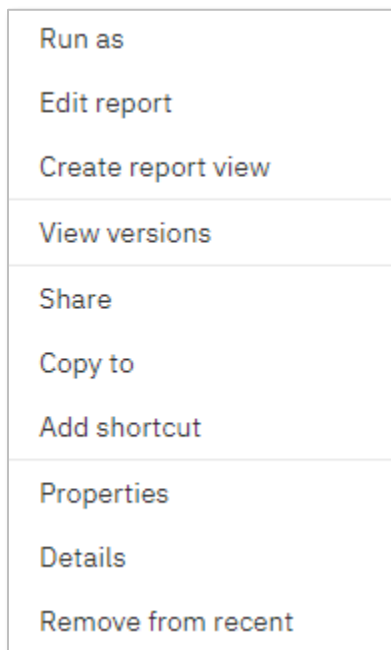
| # | Icon | Description |
|---|---|--|
| | | on ascending or descending order. The items displayed will be sorted accordingly. |
| 3 |  | Row Size: (This option is only available in list view.) Select one of three options to determine row height. |
| 4 |  | Tile View: Click this icon to switch to tile view. Items will display tiles across and down the screen. This view does not display the item's location and the  Action Menu icon (three vertical dots) is only displayed when the mouse hovers over a tile. If the tile icon background is dark, it is the current view displayed. |
| 5 |  | List View: Click on this icon to switch to list view. Items are displayed in twenty rows. If the icon background is dark, as shown on the left, it is the current view displayed. |
| 6 |  Agency - All Details (Example) | Name: The name of the report or dashboard that has been viewed recently. The icon to the left of the name displays the type of item. (The item type is also displayed in the Type column.) Clicking on the name of a report will run the report in HTML (web page) format. |
| 7 | Team content > Budget Center > Reports > Agency (Example) | Location: Displays the file path to where the item is stored in Cognos. (Breadcrumbs) |
| 8 |  | Action Menu: Click this icon to see a dropdown of the actions a user can take for the item in the row or tile. See below for more details. |



- In list view, checking the checkbox in front of one or more items in the list will display a red task bar above the table. In tile view, clicking on a tile, but not on the item name in the tile, will display a red task bar above the grouping. The options displayed can change depending on if one or more than one item is selected at a time and the type of item selected.



- **More + or ⋮** Either clicking the More + on the red bar or the Action Menu icon ⋮ at the end of the row or the upper right-hand corner of a highlighted tile, will display a list of actions like the screenshot below. Sometimes not all the options below are displayed. It varies as appropriate for the type of item and a user's access.



- **Run as:** Used to run the selected report in HTML (default), PDF, or Excel format. Excel format will export the report with all the images, color, and extra formatting displayed in HTML format. After selecting a format, click the Run button to run the report.
- **View versions:** This option will open a right sidebar and display the previous times the report has been run on a subscription (report the user has scheduled to



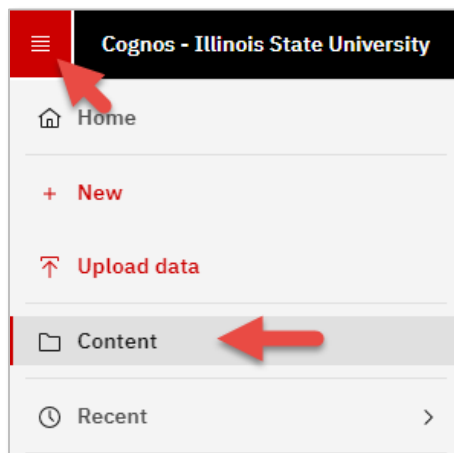
run). The user can click on a version date and select to delete the version data or click on a format to display the report in that format.

- **Share:** This option is not used.
- **Edit report, Create a report view, Create a new job, Take ownership, Copy or move to, Add shortcut, Edit name or description, Delete:** Only used by Cognos administrators or others with access to create or edit a report.
- **Properties:** This option will show the report's properties such as the name, purpose, if it has a schedule, etc.
- **Details:** Opens a right-hand side bar that displays when the report was created, last modified, who is the owner, etc. It also has buttons the user can click to Open (run the report in HTML), Run As (choose a display format and run the report), edit (the report) or create (a report view or job). It is not recommended to use these buttons.
- **Remove from recent:** Takes the selected item, such as a report, and removes it off the recent list on the Home page.
- **Cancel:** Click Cancel to unclick the checkbox in front of the report name in list view or the checkbox in the upper right-hand corner of a tile in tile view.

Reports

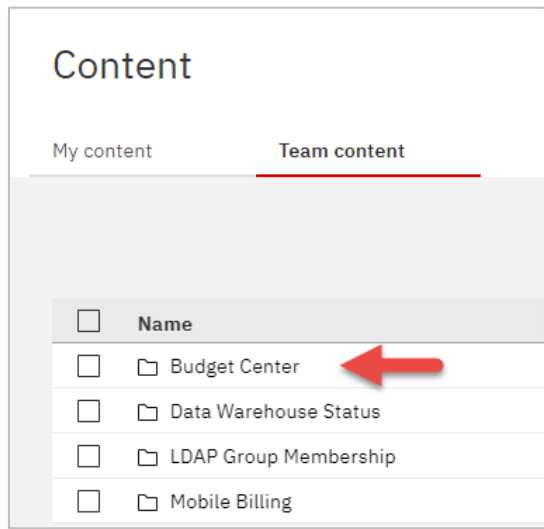
Navigate to Reports

To navigate to the Budget Center reports, click on the Open Menu icon at the top left of the screen and select [Content](#).

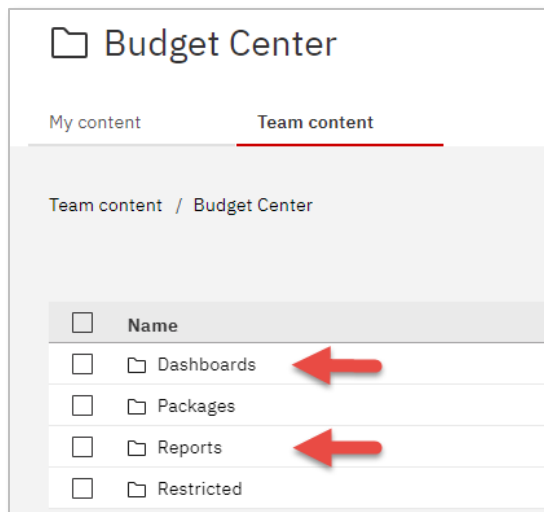




This will open the Content page. Under the Team content tab, select Budget Center.



On the following screen both Dashboards and Reports options are available.



Navigate to the top-level report in the fund you most commonly work with.

1. **Report Navigation:** [Team Content](#) > [Budget Center](#)



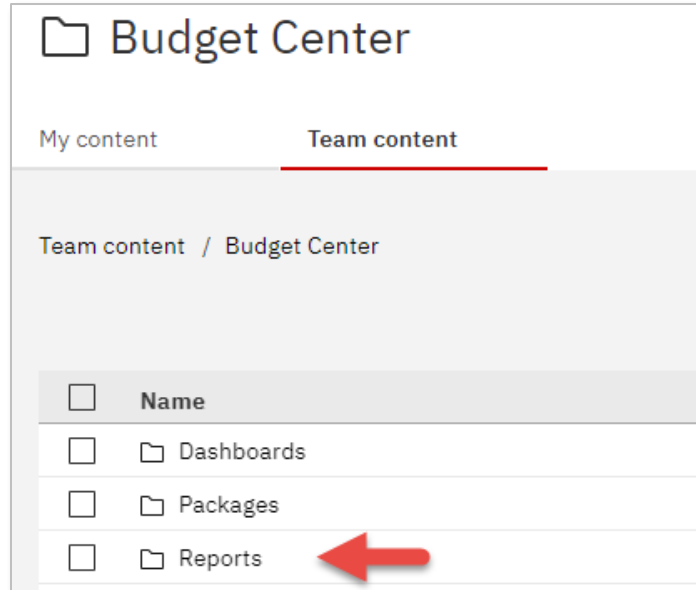
Within the **Budget Center** folder, there are three folders:

Dashboards – Houses multiple dashboards. Use both Unit Dashboard for a summary and Unit Expense by Object dashboard for a more detailed look.

Packages – Houses the data items that make up the report. *You will never need to use the Packages folder.*

Reports – Houses all managed reports. Reports are organized by fund.

2. Click the [Reports](#) folder.
3. Click the fund folder. ([General Revenue](#))
4. Click on the top-level report. *This report has the same name as the fund you just selected.*
5. Enter the prompts that make sense for your job duties
Prompt Suggestions:
*Required prompts are red with an asterisk * before them.*
When entering prompts, always start with Fiscal year.
*The more items selected under **Division**, **Level 1**, **Level 2**, and **Level 3** prompts, the more the **Unit** list will be refined.*
If you have many units displaying, use the browser search (Ctrl-F) to find the unit you would like to view.
6. Once you have selected your prompts, click the [Submit](#) button at the bottom of the screen.



Additional Information about Folder Structure and Reports

Within each Fund folder:

Top-level report (Report with the name of the fund such as General Revenue) – This report displays summary information about the given fund. There are links to drill-through reports within the summary report that provide more details.

All Details Report – Report that displays the detailed reports in separate tabs. (Usually exported to Excel for further review.)

Direct Access to Reports – Access to the detailed reports that make up the drill-throughs of the top-level report, as well as a few others that are helpful in managing your accounts/budgets.

Unit Total Summary (General Revenue only) – This report lists by Division or Level the units included along with the budget, expense and encumbrance information.


Unit Summary with Umbrella/Bucket (General Revenue Only) – Operating and Personnel financial data by Division or Level for unit and selected umbrella/personnel budget type.

[Back to Top](#)



Overview of Report Viewer (Interactive Reports)

1. **Home Page** – Opens Home Page and the list of recently viewed reports.
2. **Page Title dropdown** – The title of the current page is displayed. Use the dropdown to navigate through reports that have been viewed during a logged in session.
3. **More (header)**– Click on this and the Subscribe option will display. Click on subscribe to schedule the report to run weekly using the prompts in the report. See the *Subscribe to a Report* procedure for more details. Note: This *More* icon has different options than the *More* icon below the black application bar.
4. **Personal Menu** – Gives options for customization such as editing subscriptions.
5. **Run (dropdown arrow)** – View all format options. Change the format you are viewing or export the report to Microsoft Excel.
6. **More (report)** – Click on the More icon to display a dropdown that changes based on other actions executed on the page. Not used often.
7. **Report Title** – The title of the report will display at the top of the report.
8. **Reggie Redbird** – Click on the Reggie Redbird icon to view a description of all the fields on the report.
9. **Prompt Selections** –Some of your prompt selections will display at the top of the report.
10. **Prompt options** - You can change these prompts at any time while viewing the report. You must click [Submit](#) to see the results in the report.

Note: To return to the Prompt Options for the All-Details report, click the Run button  at the top left of the screen. You can then change the prompts and resubmit.


11. **Report results** – This is the display (HTML) of the report results. All items underlined are linked to additional reports.
12. **Search** (not pictured) – Select Ctrl-F to open the browser search on the report page. Type a unit number, account name, etc. and click Enter. These characters will be highlighted on the report page for ease in finding the information.
13. **Top/Page Up/Page Down/Bottom** (not pictured)- These links will appear at the bottom left of the window when there are too many results to appear on one page. Use these arrows to access the additional results.

Note: After running a report, click on the **Cognos – Illinois State University** text to return to the Home page and see the list of the most recently accessed reports.

Run All Details Report from Top-Level Report

1. Click on the Unit number and name at the top of the top-level report.
2. The All-Details report will open in a new tab of your browser. This report includes tabs along the top to access multiple detailed reports.

General Revenue



900600000 Grounds

Operating

| Opening Budget | Adjusted Base Budget |
|----------------|----------------------|
|----------------|----------------------|

Navigate to a Drill Through Report

Top-level reports (e.g., General Revenue) have many amounts and titles underlined. Any item that is underlined in this report is also a drill-through to an additional report.

Under **Commodities**, click the number under **Expenditure**.

The drill-through report will open in a new tab using the same prompt selections as in the main report.

900600000 Grounds

Operating

| Opening Budget | Adjusted Base Budget | Encumbrance | Available |
|------------------------|----------------------|-------------|-------------|
| \$233,610.00 | \$233,610.00 | | |
| <u>Current Budget*</u> | <u>Expenditure</u> | | |
| \$262,298.89 | \$150,489.59 | \$36,107.37 | \$75,701.93 |

*Includes Temporary and Permanent transfers.

Commodities 10100_07_900600000_991300

| Opening Budget | Adjusted Base Budget | Encumbrance | Available |
|------------------------|----------------------|--------------------|-------------|
| \$92,100.00 | <u>\$92,100.00</u> | | |
| <u>Current Budget*</u> | <u>Expenditure</u> | | |
| <u>\$99,110.89</u> | <u>\$47,684.94</u> | <u>\$12,000.00</u> | \$39,425.95 |

Contractual 10100_07_900600000_991200

| Opening Budget | Adjusted Base Budget |
|----------------|----------------------|
| \$78,725.00 | <u>\$78,725.00</u> |

Change Prompts in a Drill Through Report


Prompt selections in a drill through report can be changed at any time.

1. Under **Select to Show/Hide the Prompts** click the Show radio button.
2. Use the prompt section of the report to enter the prompts of your choice.

Remember

- Fields in red are required
- Enter prompt selections from top to bottom

Cognos - Illinois State University



ILLINOIS STATE UNIVERSITY
Illinois' first public university.

Illinois State University | 2023 | 900200000 | 991300

Select to Show/Hide the Prompts:

☒ Show

☐ Hide

* Required Fields



- To filter Unit results, fill in additional prompts
- Umbrella and Object need to correlate to get results

Employee Position Funding Report

There are two reports within the Employee Position Funding folder - *Employee Position Funding by Employee* and *Employee Position Funding By Unit*. In this example we show the *Employee Position Funding by Employee* report.

Report Navigation: [Team Content](#) > [Budget Center](#) > [Reports](#) > [Employee Position Funding](#) > [Employee Position Funding by Employee](#)

1. Enter Fiscal Year

The screenshot shows the 'Employee Position Funding' prompt page in Cognos. The page header includes the Illinois State University logo and the title 'Employee Position Funding Prompt Page'. Below the header, there is a section for providing values for the report. The 'Fiscal Year' dropdown is set to '2024'. A red arrow points to this dropdown with a text box that says 'Select fiscal year and employee list will populate.' Below the 'Fiscal Year' dropdown is a list box for 'Employee (Name or UID)' which is currently empty. The list box has a 'Select all' and 'Deselect all' link at the bottom.

[Back to Top](#)



2. **Use Browser Search (Ctrl-F)** – Search for employees based on their name or UID. The Employee Position Funding by Unit report is also searchable based on unit.

Employee Position Funding
Prompt Page

Provide values for the report you are about to run.

- Indicates a required field.
- Points to missing information.

*Fiscal Year
2024

*Employee (Name or UID)

Smiser, Brian -

Select all Deselect all

3. **Submit** – Check the box next to the employee's name, click the [Submit](#) button to view the results.
4. **Report Results** – Details of an employee's pay are in the result portion of the report. There will be a line added each time the account structure changes, or changes occur to the employee's job (i.e., salary, FTE, split funding, and status). The primary position department will be able to see both primary and secondary positions. The secondary position department will only be able to see the secondary position associated with that department.

Employee Position Funding

[Return to Prompt](#)

Report Search: 001700000 - 001700000 - 001700000

| Effective Date | Position Number | Unit Code | Department | Employee Status | FTE | Rate | Compensation Frequency | Distribution % | Account Number | Distribution Rate |
|----------------|-----------------|-----------|------------|-----------------|------|------|------------------------|----------------|----------------|-------------------|
| 07-01-2021 | | | | Active | 1.00 | | Monthly | 100.000 | | |
| 01-01-2022 | | | | Active | 1.00 | | Monthly | 100.000 | | |
| 04-01-2022 | | | | Active | 1.00 | | Monthly | 100.000 | | |

Outstanding Additional Pays
None

Paid Additional Pays
None

| Effective Date | Position Number | Unit Code | Department | Employee Status | FTE | Rate | Compensation Frequency | Distribution % | Account Number | Distribution Rate |
|----------------|-----------------|-----------|------------|-----------------|------|------|------------------------|----------------|----------------|-------------------|
| 07-01-2021 | | | | Active | 0.25 | | Monthly - 4.5 Months | 100.000 | | |



General Revenue – Unit Total Summary

This report shows General Revenue by Unit with Umbrella/Personnel Budget Type. Opening and Current Budget, Expense, Encumbrance and Available Balance are provided.

Report Navigation: [Team Content](#) > [Budget Center](#) > [Reports](#) > [General Revenue](#) > [General Revenue – Unit Total Summary](#)

1. Choose the Fiscal Year
2. Choose the type of criteria to use (Division, Level 1, Level 2, or Level 3).
3. Click [Finish](#) at the bottom of the prompt section.

Provide values for the report you are about to run.
* Indicates a required field.
→ Points to missing information.

Step #1
Choose the Fiscal Year:

* 2023

Step #2
Choose the type of criteria to use and click Finish:

Values will be selected on the following page.

* Division
Level 1
Level 2
Level 3

4. Select the Division(s) or Level(s) to be included in the returned results.
5. Click [Submit](#).


Level 2

☐ FCS
☐ FIL
☒ Facil Mgmt
☐ Facil Planning
☐ Financial Aid
☐ Gallery
☐ Geog-Geol
☐ Graduate School
☐ Health & Safety

[Select all](#) [Deselect all](#)

Submit

| Division | Level 1 | Level 2 | Level 3 | Umbrella Unit Code | Umbrella Unit | Opening Budget | Adjusted Base Budget | Current Budget | Expense | Encumbrance | Available Balance |
|----------|----------------|-----------------------|-----------------|--------------------|------------------------|----------------|----------------------|----------------|---------|-------------|-------------------|
| VPFP | AVP Facilities | Facilities Management | Property Cntrl | 152000000 | Central Receiving | | | | | | |
| VPFP | AVP Facilities | Facilities Management | Superintendence | 900000000 | Fac Mgt Administrative | | | | | | |
| VPFP | AVP Facilities | Facilities Management | Superintendence | 900010000 | Superintendence | | | | | | |
| VPFP | AVP Facilities | Facilities Management | Superintendence | 900020000 | Training & Development | | | | | | |

6. Click the Run  icon at the top left of the report page to return to the main prompt screen to select a different Fiscal Year and/or type of criteria.

[Back to Top](#)

Run/Export Options

Clicking the Run dropdown arrow provides several options for exporting the report.

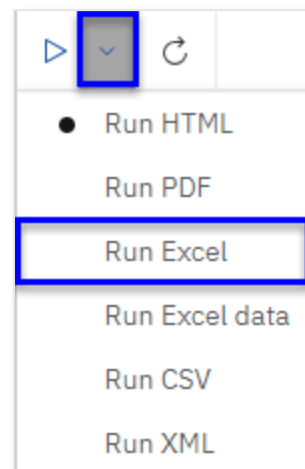
Most information in Cognos is updated overnight. Every time a report is run, the report displays the most recent information. If you wish to view the same information later, export and save the report to a local drive.

Run HTML – Reports in Cognos run in HTML. (default view)


Run PDF – A static view of the report. *Not all reports display well in PDF format.*

Run Excel – All of the report information is exported to an Excel spreadsheet, and most formatting is the same.

Run Excel is the best option for downloading reports in the Budget Center package.




Export to Excel in Google Chrome

1. Click the [Run](#)  dropdown arrow in the upper left corner.
2. Click [Run Excel](#).

*A message will appear just below the tool bar stating **Downloading this report in Excel format**. It may take several seconds for your report to display.*


3. The document will appear in the bottom, left corner of the window.
4. Click on the report's name to open in Excel. Review the data in Excel and save, as needed.

You will need to delete the first couple top rows and the first column (unless you have run the All-Details report which excludes them). Macros can be built in Excel to do this automatically for you.

5. When returning to Cognos, click the Run  dropdown arrow and select [Run HTML](#) to view the report again.


View Top-Level Report as PDF

Navigate to the top-level report. ([Team Content](#) > [Budget Center](#) > [Reports](#) > [General Revenue](#))

1. Click the [Run](#)  dropdown arrow in the upper left corner.
2. Click [Run PDF](#).


The report will change to PDF format in the same tab of your browser. Save or print the report as needed.

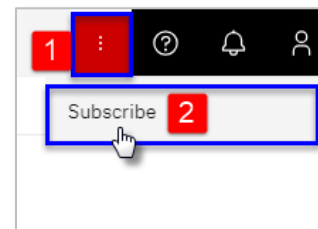
Return to HTML Format

3. Click the [Run](#)  dropdown arrow in the upper left corner.
4. Click [Run HTML](#).

Subscribe to a Report

Subscribe to reports that are viewed frequently. Updated reports are sent via email to the subscriber and saved in Cognos based on the schedule that is set up.

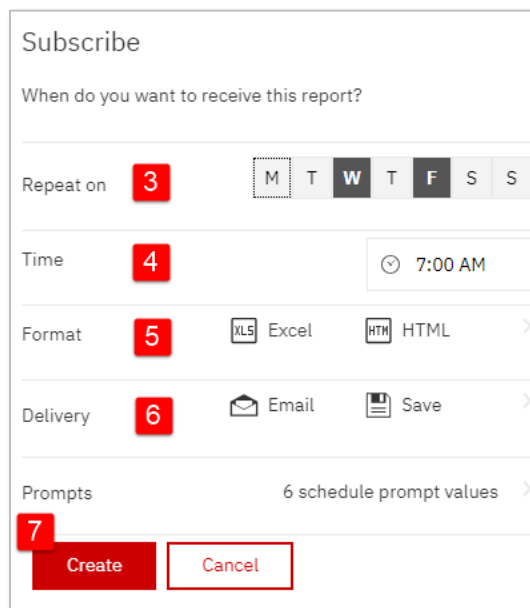
1. From the report viewer screen, click the [More](#)  dots icon in the black application bar, in the upper right corner.
2. Click [Subscribe](#).



3. Use the **Repeat on** field to select the days of the week the report is scheduled to be run and sent. Select the day(s) of the week for the report to be run (no monthly or quarterly option). (*Defaults to the current day and time. Update as needed.*)
4. Use the **Time** field to enter the time the report will be run and sent.

*Most information is updated overnight.
For the most up-to-date report, enter a time after 4:00 AM.*

5. Click the [arrow](#) > at the end of the **Format** field.
 - a. Confirm [HTML](#) is selected.
 - b. Select [Excel](#).
 - c. Click the [Done](#) button.
6. Click the [arrow](#) > at the end of the **Delivery** field.
 - a. Select [Send report by email](#).
 - b. When two options appear, select [Attach the report](#).
 - c. Unselect [Include a link to the report](#).
 - d. Confirm [Save report](#) is selected.
 - e. Click the [Done](#) button.
7. Click the [Create](#) button.



Subscribe

When do you want to receive this report?

Repeat on **3** ☐ M ☐ T ☒ W ☐ T ☐ F ☐ S ☐ S


Time **4**

Format **5** ☒ XLS Excel ☐ HTML HTML >

Delivery **6** ☒ Email ☐ Save >

Prompts 6 schedule prompt values >

7

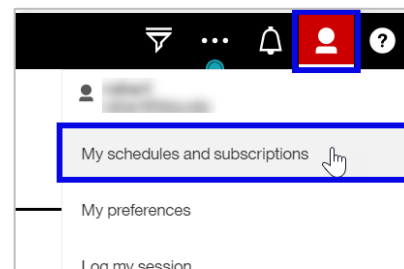
Once a subscription has been sent it will also be saved under the **Notifications**  icon on the right side of the tool bar.

Note: The Prompts row shows a summary of selected Prompts for the report.

Delete a Subscription

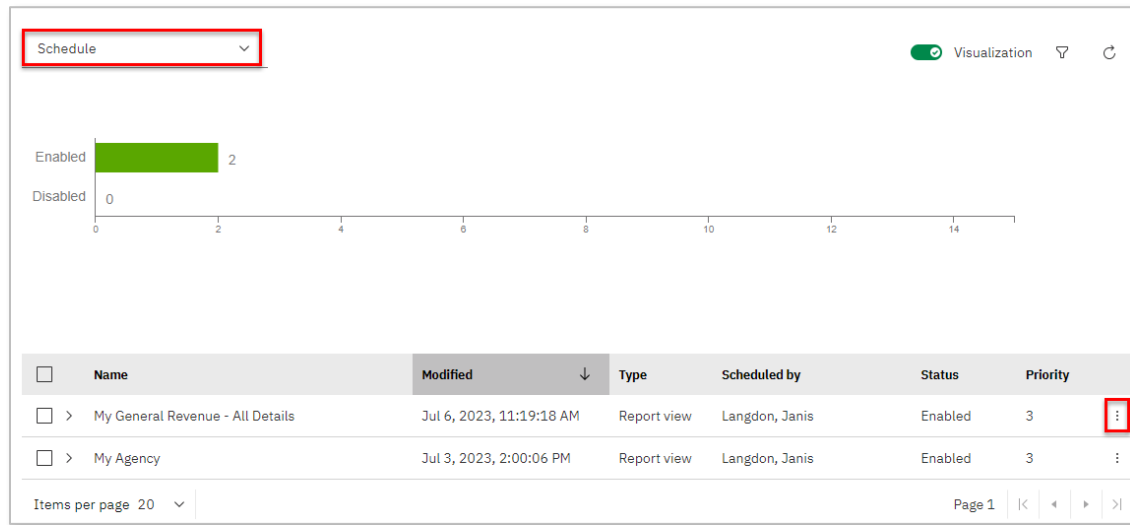
At the beginning of a new fiscal year delete your subscription and create a new one.

1. Click the [Personal Menu](#)  tab.
2. Click [My schedules and subscriptions](#).





- At the top left, select the **Schedule** view – this view shows any subscriptions that you have created.



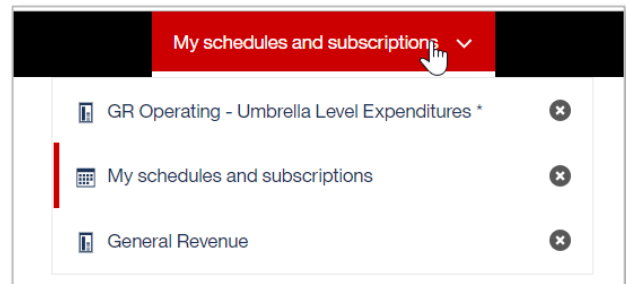
- Find the subscribed report to be deleted and click the **More** ⋮ dots on the far right.
- Click **Remove this schedule** to delete.

The message “**Schedule was removed**” will appear at the top right.

Return to the Report

Work in **My schedules and subscriptions** is done outside the report viewer page. Use the dropdown in the middle of the top toolbar to return to reports you have viewed during that log in session.

- Click the dropdown arrow by the name of the page **My schedules and subscriptions**.
- Click the name of the report you wish to view again.



The report will load with the prompt selections you previously made.

Using the Toolbar in Interactive Reports


Most reports in the Budget Center package are interactive reports. This report type allows the creation of edits such as sorting, grouping, filtering, and summarizing data items. The examples below use the drill-through report **General Revenue Operating – Umbrella Level Expenditures**.

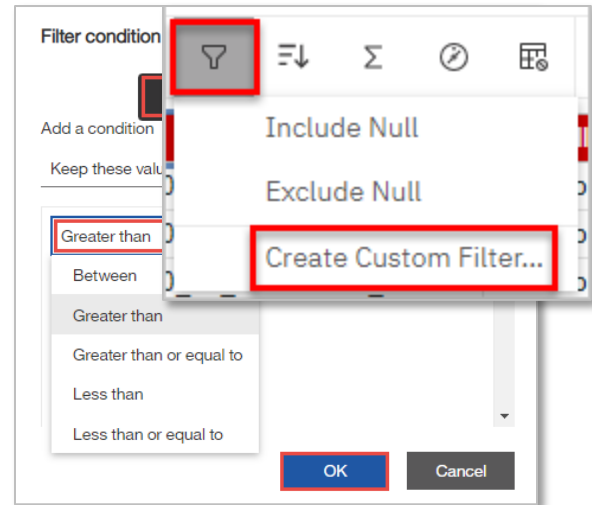
Filter

Information in the report will filter the same way every time the report is run during the current log in session.




Categorical Data Item

1. Click the column header of the data item to be filtered. ([Object Code Description](#))
2. Click the [Filters](#)  icon.
3. Click [Create Custom Filter](#).
The type of value in the column you selected (numerical or categorical) will determine the tabs you see when the window opens.
4. Under the **Available items** tab, click the checkbox next to the value(s) to be filtered on ([Catering/Meals](#)). They will then appear in the box to the right.
5. Click the [OK](#) button.




Numerical Data Item

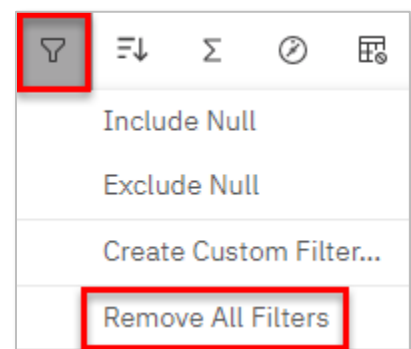
Click the column header of the data item for which you wish to create a filter. ([Amount](#))

1. Click the [Filter](#)  icon.
2. Click [Create Custom Filter](#).
The type of value in the column you selected (numerical or categorical) will determine the tabs you see when the window opens.
3. Under the **Range** tab, use the **Operator** dropdown menu to select "[Greater than or equal to](#)".
4. Type in the **Value** field "[500.00](#)."
5. Click the [OK](#) button.

Delete a Filter


Option 1 – remove filter on a specific column

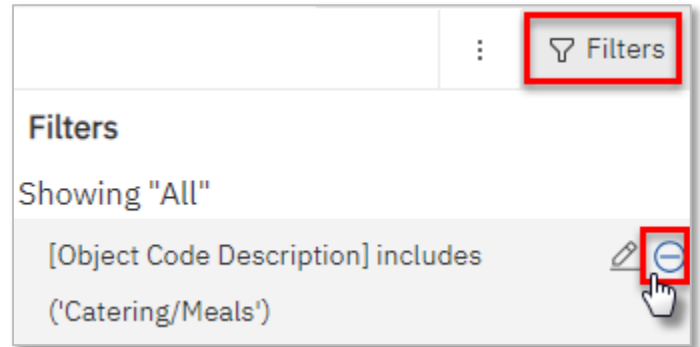
1. Click the column header of the data item to be un-filtered.
2. Click the [Filters](#)  icon.
3. Click [Remove All Filters](#)






Option 2 – remove one or more filters from the report results

1. Click the [Filters](#) icon at the top, right of the report page.
2. Hover over the filter to be removed.
3. Click the  remove icon at the end of the selected filter item to remove the filter.
4. Click the [Filters](#) icon at the top, right of the report page again to close the Filters window.

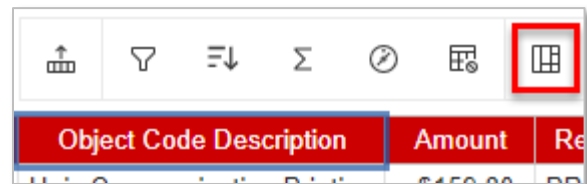


Group

Groupings put all identical values in a column together.


1. Click the column header of the data item you wish to group by. ([Object Code Description](#))
2. Click the [Group](#)  icon.

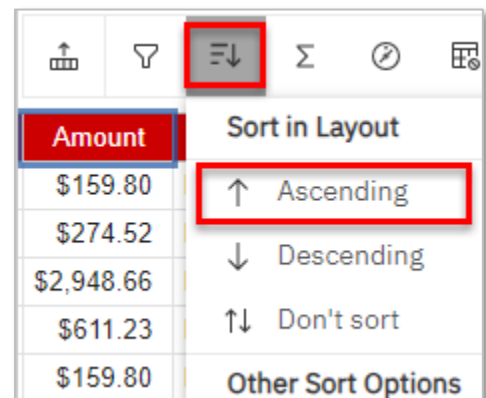
Each value in the column selected will only appear once. Reports can be grouped by more than one data item at the same time.



Sort

Sorting organizes information in ascending or descending order.


1. Click the column header of the data item you wish to sort by. ([Amount](#))
2. Click the [Sort](#)  icon.
3. Click the [Ascending](#) option.

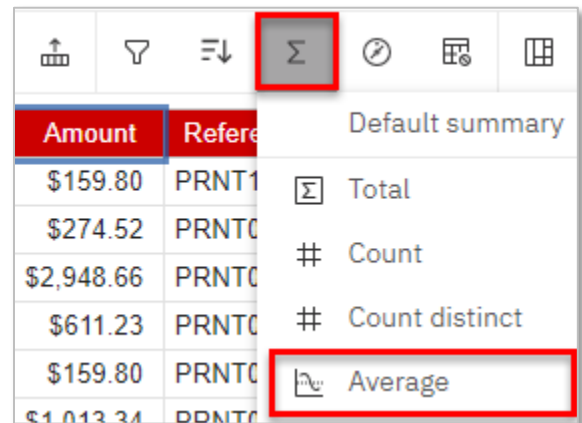






Summarize

Summarizing adds totals, averages, counts and other helpful information as it applies to grouped data items.

1. Click the column header of the data item you wish to summarize.
2. Click the [Summarize](#)  icon.
The summarization options listed will depend on whether the data item is a categorical or numerical value.
3. Click the [Average](#) option. The summarization of the column header selected will be found at the bottom of the column.



| Amount | Reference | Default summary |
|------------|-----------|---|
| \$159.80 | PRNT1 |  Total |
| \$274.52 | PRNT0 | # Count |
| \$2,948.66 | PRNT0 | # Count distinct |
| \$611.23 | PRNT0 | # Count distinct |
| \$159.80 | PRNT0 |  Average |
| \$1,013.34 | PRNT0 | |

The default summarization is **Total**.

Helpful tips with Interactive Reports:

- Use the Undo and Redo buttons in the top left corner of the top toolbar to modify your edits.
- Use the Edit Layout Sorting menu under the Sort icon to view and change the way the report is being grouped and sorted.
- Save your report to the My Content folder to view the same edits later.



Dashboards

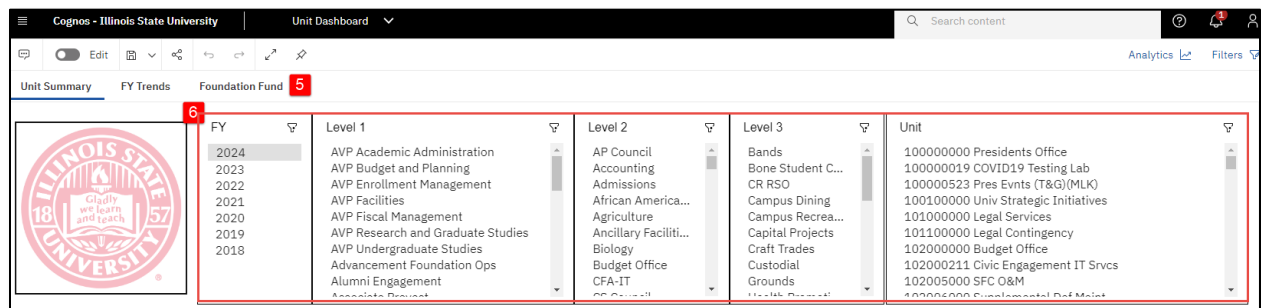
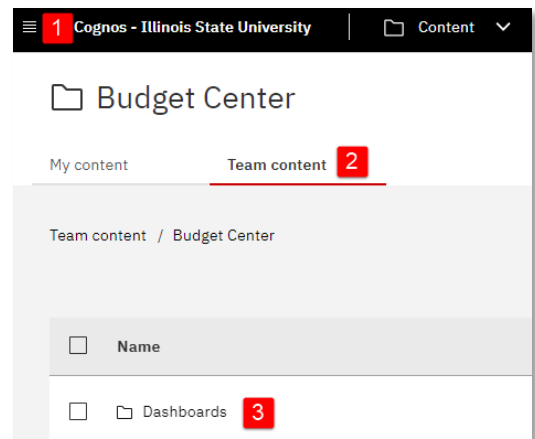
The following dashboards provide data for the current and previous fiscal years back to FY18:

Unit Dashboard: Unit Summary includes Current Budget, Expenditure, Encumbrance and Available Budget by fund. FY Trends provides a comparison of Budget and Expenditures by fund. Foundation Fund shows the expendable and endowed information for foundation accounts.

Unit Revenue and Expense: This dashboard provides a deeper look at Expenses by Object and Month, and Revenues by Category and Month for each fund.




View and Interact with a Dashboard

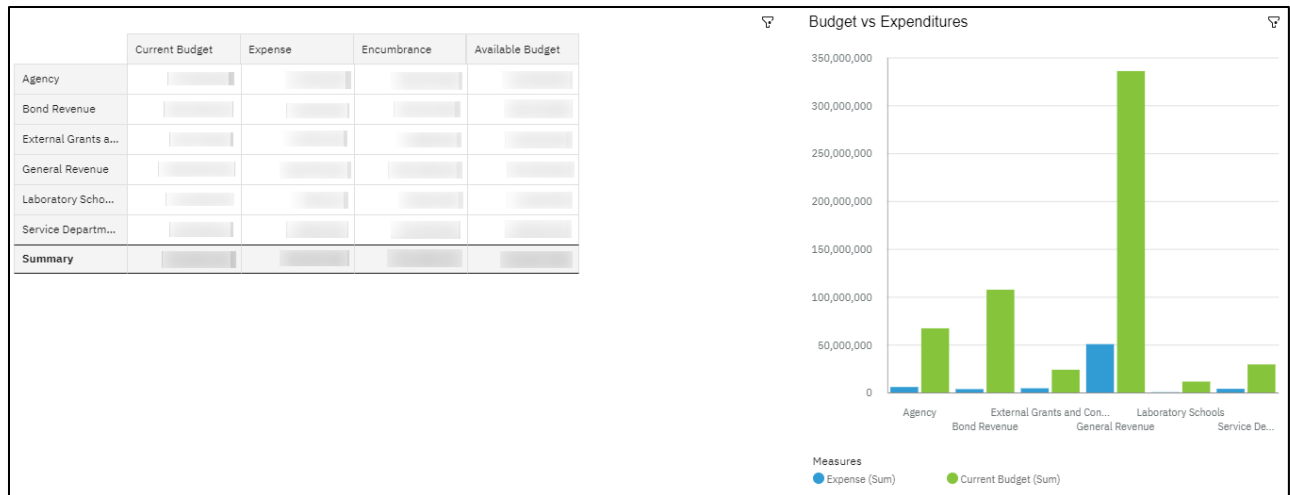
1. Click on the  Open Menu icon in the upper left-hand corner on the black application bar and click  **Content**.
2. If not already underlined, click on Team Content.
3. Click on folders to navigate through the file hierarchy to get to the dashboard desired. It may be necessary to scroll to find the folder or dashboard. Select the Budget Center package and then click Dashboards. See the Find/Search for a Report procedure if the dashboard cannot be found.
4. Click on the dashboard name to open it. It may take a little time to load.



5. At the top left of the report are the tab headings. Click on tab headings to go from one page to another in the dashboard.
6. Under the tabs are the prompts users can change. For example, select a Fiscal Year. A refined list of units specific to your security will be shown. Click on any Level or Unit to view the information in the table and chart below. Use the Ctr key to select more than one unit at the same time. Click the item a second time to unselect. When the user makes changes the impacted visualizations below are automatically updated.



- Each visualization may have a  filter icon in the upper right-hand corner. Click on the filter to open it up and see filters implemented for that visualization. A user cannot change these filters.
- Use the  Share icon in the header row to export the dashboard to a PDF.
- Select this icon  in the header row to view the dashboard full screen. Exit full screen by using the Esc key on your keyboard.





Where to Get Help

Request Access to the Budget Center

Users can request access to the Budget Center from the [Personal Dashboard](#).

Contact the University Budget Office

For all questions about data and the Transfer Center contact the University Budget Office.

- Phone: 438-2143
- Email: UniversityBudgetOffice@IllinoisState.edu

Contact the Technology Support Center (TSC)

For all technology support questions, contact the Technology Support Center, formerly known as the Help Desk.

- Phone: 438-HELP (4357)
- Email: ITHelp@IllinoisState.edu
- URL: ITHelp.IllinoisState.edu

Visit the EDA Website

For up-to-date information about the Budget Center package and reports in Cognos, as well as help documents, visit the Enterprise Data and Analytics website.

- URL: TechSolutions.illinoisstate.edu/enterprise-data-analytics/
- Email: EDA@IllinoisState.edu