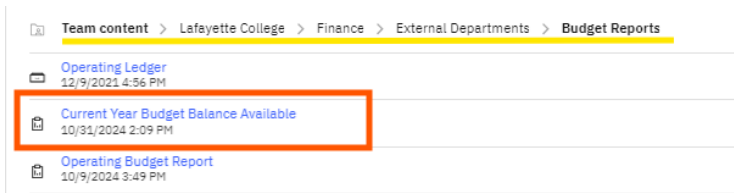


Current Year Budget Balance Available Training Guide

Cognos Link: <https://reporting.lafayette.edu/bi/?perspective=home>



Cognos File Path:

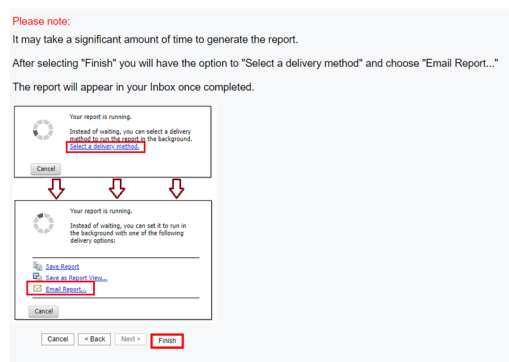
Cognos Criteria:

1. Select Fiscal Year – can only select one at a time
2. Select Period (14 – captures all data year-to-date)
3. Select Division
4. Select which categories of data to be reviewed (Revenue, Expenses, Compensation)
5. Indicate Summarization Level:
 - a. Hide Accounts View – shows detail at org level only
 - b. Show Accounts View – show detail at org level AND by account

The screenshot shows a configuration screen for a Cognos report. It has several sections: 'Fiscal Year:' with a list box containing years from 2019 to 2025; 'Fiscal Period:' with a list box containing periods from '03 - September' to '14 - YTD'; 'Division (Optional):' with a list of divisions like 'Academic Division' and 'Athletics Division'; 'Display:' with checkboxes for 'Revenues', 'Expenses', and 'Compensation'; 'Include Fringe Benefits?' with a radio button for 'Yes' selected; and 'Indicate Summarization Level:' with radio buttons for 'Hide Accounts' and 'Show Accounts'. At the bottom, there are 'Cancel', '< Back', and 'Next >' buttons.

6. Click NEXT

7. The following screen explains that due to the size of the report, there may be a few minutes of waiting time and how to expedite this process. Click FINISH.



Cognos Reporting View:

LAFAYETTE COLLEGE

Summary by Organization - Fiscal 2024

Period: 14 - YTD

Results as of Nov 1, 2024

Hide Accounts
 Show Accounts

When using the report within Cognos, there is the ability to toggle between “Hide Accounts” and “Show Accounts”.

Accounts Hidden:

FY2025 CURRENT YEAR (CY)						
ADJ BUDGET	ACTUALS	ENCUMBR	TOTAL	AMT LEFT TO SPEND	% SPENT	
Expenses						
Enrollment Management Division						
	20014 - Office-Student Financial Aid					
	20015 - Office-Admissions					
	20019 - VP for Enrollment Management					
	Subtotal Enrollment Management Division					
	Total Expenses					

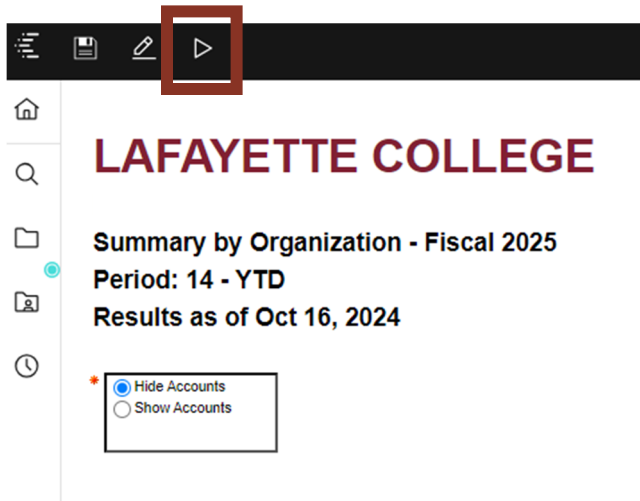
Accounts Shown:

FY2025 CURRENT YEAR (CY)						
ADJ BUDGET	ACTUALS	ENCUMBR	TOTAL	AMT LEFT TO SPEND	% SPENT	
Expenses						
Enrollment Management Division						
	20014 - Office-Student Financial Aid					
	710312 - Telephone					
	710313 - Postage, Mailing & Delivery Service					
	710330 - Equipment: Under 5,000					
	710333 - Equipment: Maint & Repairs					
	710335 - Furniture: Under 5,000					
	710337 - Supplies: Computers					
	710338 - Software License/Maintenance					
	710341 - Regular Travel					
	710349 - Miscellaneous Expense					
	710357 - Supplies: General (Non-Hazardous)					
	710358 - Supplies: Instruction (Non-Hazardous)					

Explanation of Report Columns:

1. Category: Revenue (if applicable)/Expenses/Compensation can be broken down by Org-Description or Org-Description and Account-Description
2. Adjusted Budget: Original budget in addition to any adjustments or transfers YTD
3. Actuals: Expenses that have been incurred
4. Encumbrances: Outstanding commitments or contracts for services that have not yet occurred or equipment that has been ordered but not yet received
5. Total: Actuals + Encumbrances
6. Amount left to Spend: Adjusted Budget – Total Expenses (Actuals + Encumbrances)
7. % Spent: Percentage of budget spent

Export Report to Excel: Select PLAY button -> Run Excel -> Pop Up box generates for excel download



Important information:

1. This report only reflects Operating budget and actuals; restricted funds are not included.
2. Compensation includes salary and fringe for all employee types, inclusive of part time, student, etc.