Current Year Budget Balance Available Training Guide

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

	2	Team content > Lafayette College > Financi	>	External Departments	>	Budget Reports	
	-	Operating Ledger 12/9/2021 4:56 PM					
l	0	Current Year Budget Balance Available 10/31/2024 2:09 PM					
1	Ê.	Operating Budget Report 10/9/2024 3:49 PM					

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

Fiscal Year:	Fiscal Period:
2025	• 14 - YTD -
2024	12 - June
2023	11 - May
2022	10 - April
2021	09 - March
2020	08 - February
2019	07 - January
	06 - December
	05 - November
	04 - October
	03 - Sentember
Enrollmont Management Division	Select all Deselect
Enrollment Management Division Finance and Administration Inclusion Division Investment Office Information Technology Services President's Office	Include Fringe Benefits? Only If including "Compensation" • Yes No
Enrollment Management Division Finance and Administration Inclusion Division Investment Office Information Technology Services President's Office Student Life	Include Fringe Benefits? Only if including "Compensation" • @ Yes O No
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- 6. Click NEXT Cancel < Back 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.

Please note:						
it may take a significant amount of time to generate the report.						
After selecting "Finish" you will have the optic	After selecting "Finish" you will have the option to "Select a delivery method" and choose "Email Report"					
The report will appear in your Inbox once con	npleted.					
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Canon (48at) (Inc - Free)						

Cognos Reporting View:

LAFAYETTE COLLEGE

Summary by Organization - Fiscal 2024 Period: 14 - YTD Results as of Nov 1, 2024



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	\$4. +s	*24	2.334	Nº A. F	21.4 14	44% ·
20015 - Office-Admissions	1. 96. 726	201.375	17.000	×	× 27.940	** %
20019 - VP for Enrollment Management	· · · · · · · · · · · · · · · · · · ·	***	4	Fares.	11.30	1
Subtotal Enrollment Management Division	1 2. Mar 1990	738 X #	4: 3 36	14	ant \$77	1. M.
Total Expenses	1. 1. 4 10 4	MA. # 1	25%	7 M.C.	1 40 ST	£346

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	84.264	24.378	4.3 84	32. 1 12	\$3.#***	\$0%.
710312 - Telephone		*	*	4	***	11
710313 - Postage, Mailing & Delivery Service	3,26	24	2	4	2.200	and the second s
710330 - Equipment: Under 5,000	*	4	*	3		1
710333 - Equipment: Maint & Repairs	*	5	*		3	* 5 B.
710335 - Furniture: Under 5,000	1	34	14 Carlor	CALL :	****	in the
710337 - Supplies: Computers		1.8	1	793.	1224	14.A
710338 - Software License/Maintenance	Ŗ	4	Č.	3.*	*	14 A
710341 - Regular Travel	3 MA	* 243	-	***	A \$4.	****
710349 - Miscellaneous Expense	**		1	1 0	1	AND IN
710357 - Supplies: General (Non-Hazardous)	1. 1994	₹# s	12	1 to 100	7.2#	建 剂
710358 - Supplies: Instruction (Non-Harzardo	8	1	*	* ;		* *

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

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Q	LAFAYETTE COLLEGE						
	Summary by Organization - Fiscal 2025						
2	Period: 14 - YTD Results as of Oct 16, 2024						
0	* OHide	Accounts Accounts					

Important information:

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- 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.