Enterprise Data and Analytics
Illinois State University

Budget Center – Participant Guide

Welcome to ***Budget Center Training***!

Today's objectives include:

- Gain a basic understanding of navigating My and the use of Transfer Center
- Gain a basic understanding of Cognos
- Understand the folder structure and report content of the Budget Center in Cognos
- View reports in the Budget Center

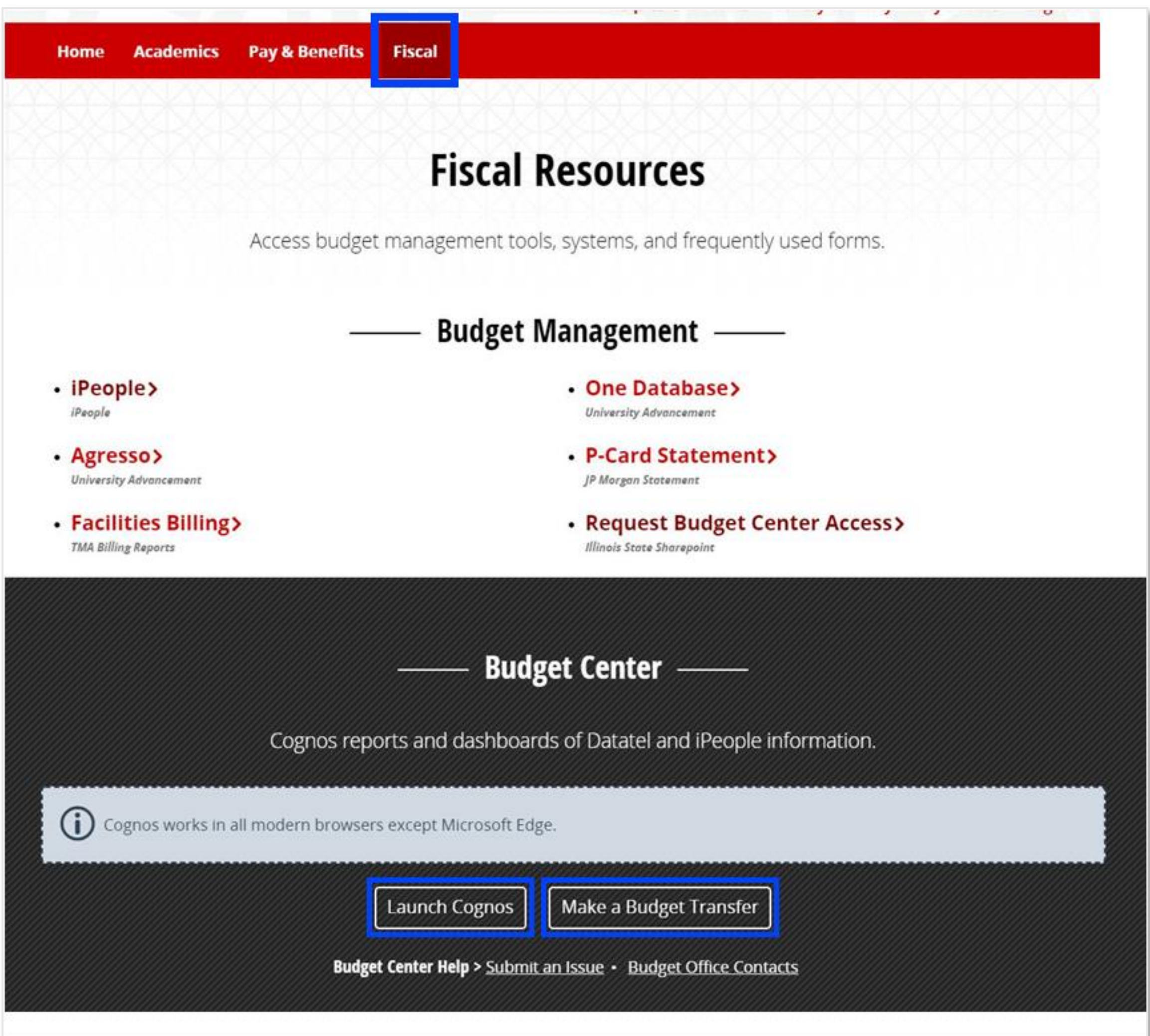
Table of Contents

A. My Illinois State

My Illinois State – Accessing Transfer Center and Cognos through My

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

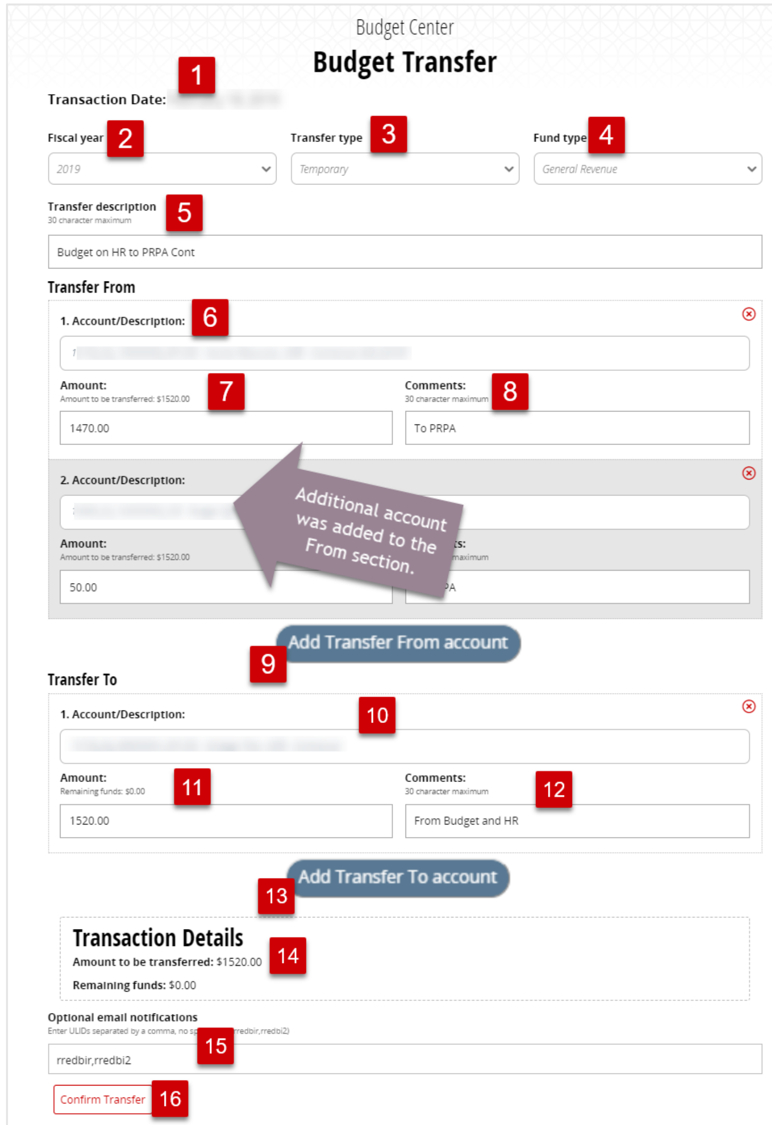
1. Navigate to My.IllinoisState.edu.
2. Click the ***Login*** link.
3. Log in using your ULID and password.
4. Click the final tab ***Fiscal***.
5. In the black ***Budget Center*** box click
   - ***Launch Cognos*** – go to Cognos to view reports on payroll, current budgets, permanent budgets, budget transfer details, encumbrances and expenditures by fund, unit, and employee, and more.
   - **Make a Budget Transfer** – go to the Transfer Center to transfer funds between your accounts or to others.



Back to Top

B. Transfer Center

Transfer Center training will be demonstration only.



Transferring Funds

1. ***Transaction Date*** **-** shows today's date. *Transfers must be completed by 4:00PM each day.*
2. ***Fiscal Year*** **-** select the Fiscal Year during which the transfer will take place.
3. ***Transfer Type*** – select Temporary or Permanent.
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.
6. *(Transfer From)* ***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. *(Transfer From)* ***Amount*** – enter the amount that will come out of this account.
8. *(Transfer From)* ***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 money from.
10. *(Transfer To)* ***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. *(Transfer To)* ***Amount*** – enter the amount that will sent to this account.
12. *(Transfer To)* ***Comments*** – describe the transfer in a way that will help you remember in the future. *This is auto filled with the comment you typed above but can be changed.*
13. ***Add Transfer To Account*** – add additional account(s) to receive money.
14. ***Transaction Details*** – summary of the amount being transferred. Remaining funds must be zero before processing can occur.
15. ***Optional email notifications*** – send an email to one or several people once the transfer has been completed.
16. ***Confirm Transfer*** – click this button to proceed with processing the transfer.

Review the transfer as entered. You **MUST** click ***Submit Transaction*** on the following page to complete the transfer.

Back to Top

C. Cognos Overview

Supported Web Browsers

The EDA team recommends using Google Chrome when accessing Cognos.

Check the home page of the 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 using VPN.)* Then use your ULID and password to sign in.

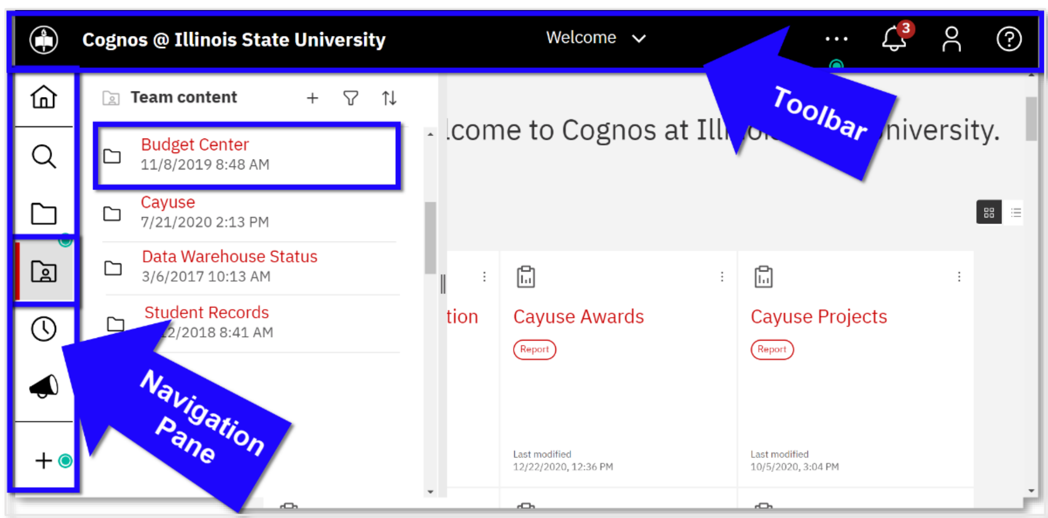
Welcome Page Overview

After logging in, users will land on the Welcome Page.

Welcome Page Toolbar

Welcome – Toggle between the Welcome screen (Home icon) and reports/pages that you have accessed since logging in.

- ***More*** – More dots icon will contain different options for each page.
- ***Notifications*** – Saves your last 20 delivered report subscriptions.
- ***Personal Menu*** – Individual user preferences such as editing subscriptions, editing home page, and signing out.



Navigation Pane

- ***Home*** – Returns you to the Home/Welcome Screen.
- ***Search*** – Search through reports to which you have access. Either search for the title of a report or a data item that appears in the reports.
- ***My Content*** – The format for reports that you edited and/or created are saved here. When saving, be sure to select ***My Content***.
- ***Team Content*** – All managed Reports and Packages are housed in this folder. You will not be able to save to this folder.
  - ***Budget Center*** – Where to go to access managed reports in the Budget Center package.
- ***Recent*** – Houses the last 20 reports you have opened.
- ***News and Alerts*** – EDA's website home page. Check here for known issues that arise, new reports, and training resources.
- ***New*** – Create a new report from a package to which you have ad hoc access.

[Back to Top](#)

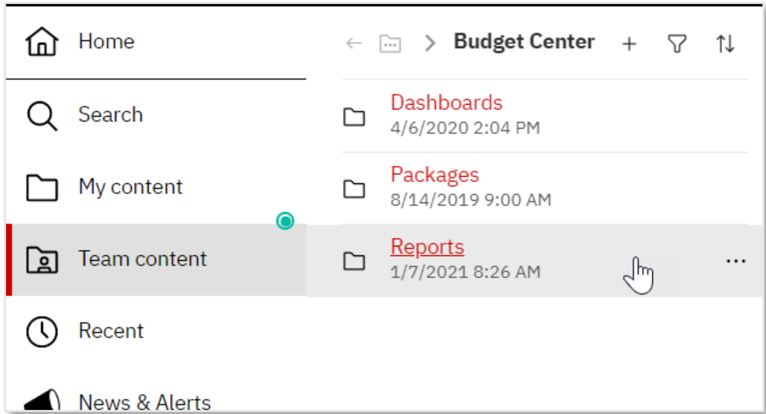
D. View a Report

Navigate to Reports

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 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 "" before them.*
   When entering prompts, always start with Fiscal year.
   When information is entered into the ***Division****,* ***Level 1****,* ***Level 2****, and* ***Level 3*** *prompts,* ***Units*** *is refined.*
   If you have many ***Units*** *displaying, use the keyboard shortcut CTRL + F to search for 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:

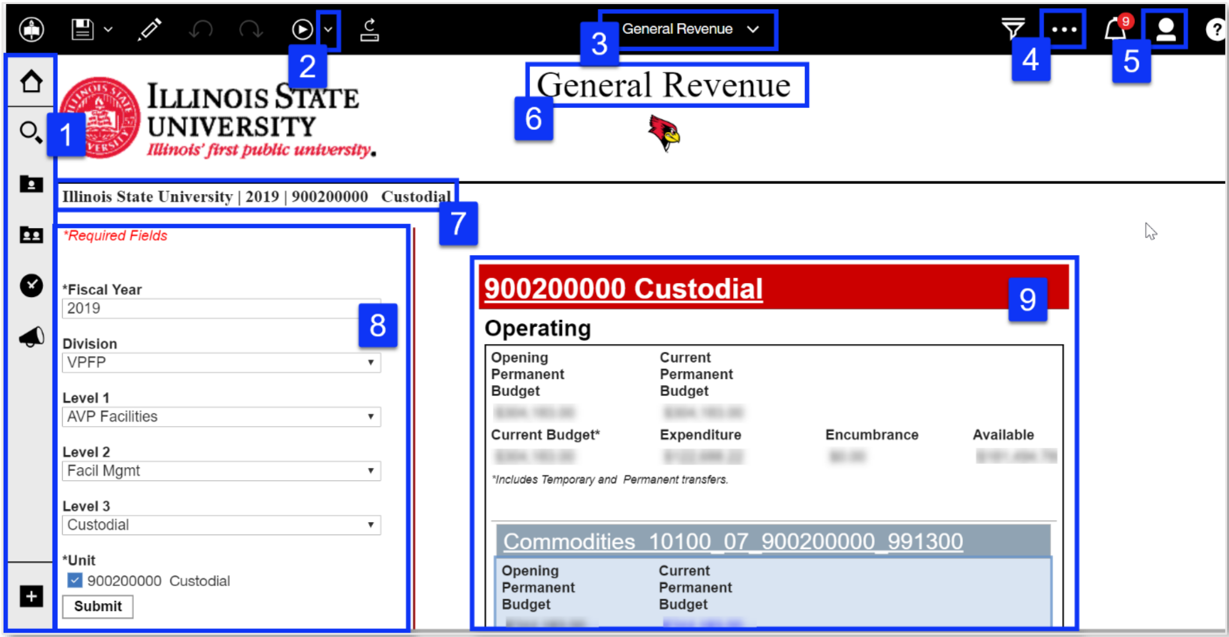
Top-level report (*Report with the name of the fund such as General Revenue*) – This report displays summary information about the given fund. There are drill-throughs to detailed reports making up the summary report.

All Details Report – Report that displays the detailed reports in separate tabs. (Usually will be used for exporting to Excel.)

Direct Access to Reports – Access to the detailed reports that make up the drill-throughs of the top-level report. You can get to all these reports through the top-level report.

Back to Top

Overview of Report Viewer (Interactive Reports)



1. ***Navigation Pane*** – Just as on the Welcome Screen, use this pane to navigate to other reports.
2. ***Run** (dropdown arrow)* – View all format options. Change the format you are viewing or export the report to Microsoft Excel.
3. ***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.
4. ***More*** – Gives options such as setting a report as the home page and subscribing to a report.
5. ***Personal Menu*** – Gives options for customization such as editing subscriptions.
6. ***Report Title*** – The title of the report will display at the top of the report.
7. ***Prompt Selections*** –Some of your prompt selections will display at the top of the report.
8. ***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.
9. ***Report results*** – The result for the report you wish to view will be displayed. All items underlined are linked to additional reports.
10. ***Top/Page Up/Page Down/Bottom*** **-** These links will appear when there are too many results to appear on one page. Use these arrows to access the additional results.

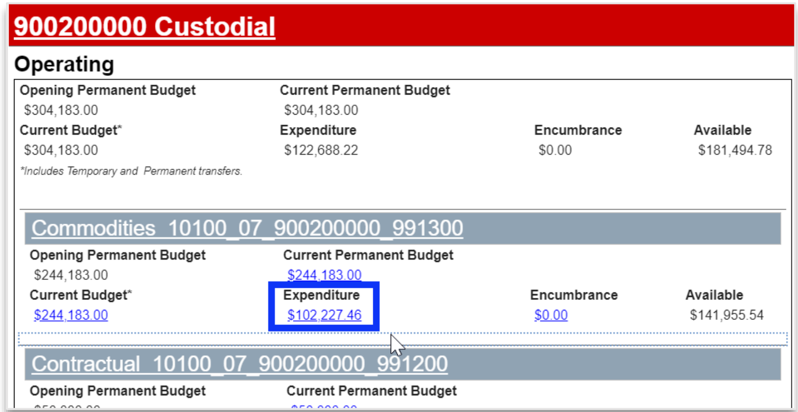
Back to Top

Navigate to a Drill Through Report

The General Revenue report has many amounts and titles underlined. Any item that is underlined in this report is also a drill-through to an additional report.

1. 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.



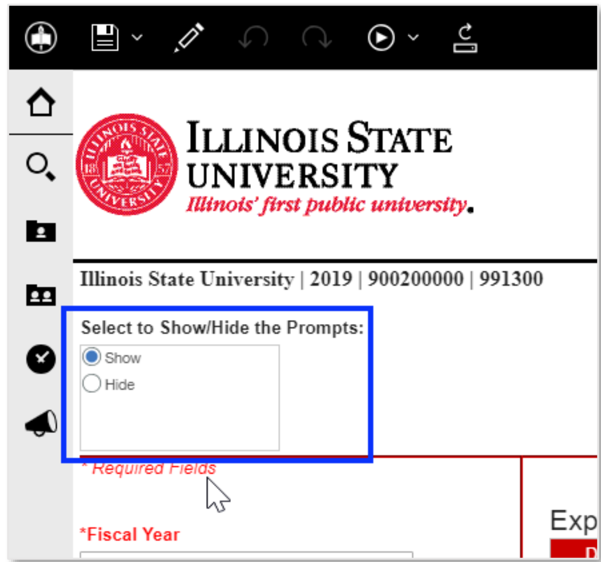
Change Prompts in a Drill Through Report

In a drill through report, you can change your prompt selections 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*
- *To narrow down Unit results, fill in additional prompts*
- *Umbrella and Object need to correlate in order to get results*



Run/Export Options

The Run dropdown arrow gives a user several options for exporting the report.

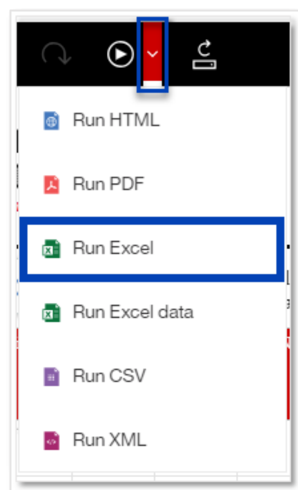
Most information in Cognos is updated overnight. Every time a report is run, the report displays the most recent information. If you wish to view the same information at a later date, export and save the report to a local drive.

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

Run PDF – A static view of the report. Many of ISU's reports do not 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.



Back to Top

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 as Excel****. A box with a* ***Cancel*** *button will appear. It may take several seconds for your report to display.*
3. The document will appear in the bottom, left corner of the window.
4. Double click on the report's name.

The report will open in Excel.

You will need to delete the first couple top rows and the first column. Macros can be built in Excel to do this automatically for you.

5. After you are done viewing the Excel file, close Excel and return to Cognos in your web browser. Cognos will have closed the drill-through report you were viewing. Close the current tab and return to the top-level report.

View Top Level Report as PDF

First navigate back to the top-level report. The previous report was closed out of when you exported. Close the tab on your browser and you will return to the top-level report. Once you are on the top-level report:

1. Click the ***Run*** dropdown arrow in the upper left corner.
2. Click ***Run PDF***.

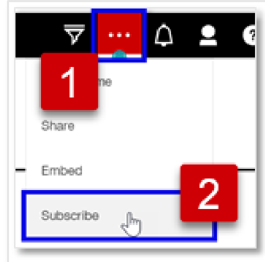
   The report will change to PDF format in the same tab of your browser. Save or print the report accordingly.

Return to HTML Format

3. Click the ***Run*** dropdown arrow in the upper left corner.
4. Click ***Run HTML***.

Subscribe to a Report

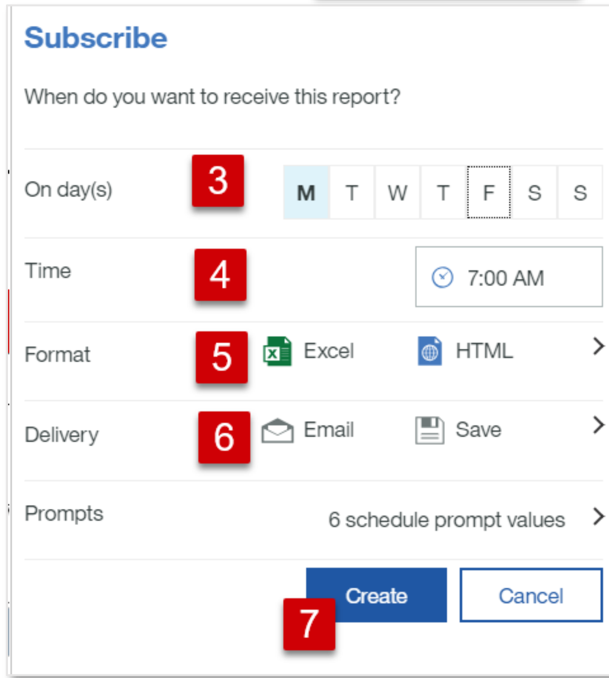
Users subscribe to reports they frequently view. Updated reports are sent via email and saved in Cognos based on the schedule the user sets up.



1. From the report viewer screen, click the ***More*** dots icon in the upper right corner.
2. Click ***Subscribe***.
3. Use the ***On day(s)*** field to select the days of the week the report will be run and sent.

   Depending on the day(s) of the week you wish to receive the subscription, you may need to unselect the current day of the week.
4. Use the ***Time*** field to enter the time the report will be run and sent.

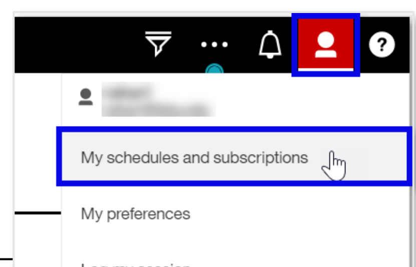
   Most information is updated overnight. For the most up-to-date report, enter a time after 4:00AM.
5. Click the ***arrow*** at the end of the ***Format*** field.
   a. UNSELECT ***HTML***.
   b. Select ***Excel***.
   c. Click the ***Done*** button.
6. Click the ***arrow*** at the end of the ***Delivery*** 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.



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

Deleting Subscriptions

At the change of the fiscal year, you will need to delete your subscription and create a new one.



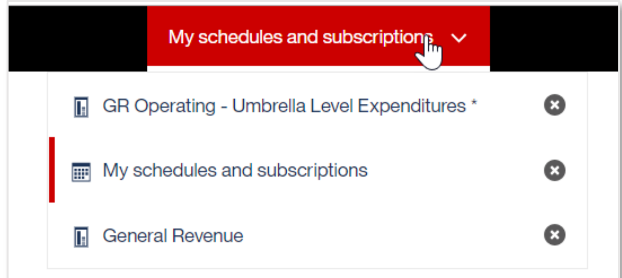
1. Click the ***Personal Menu*** tab.
2. Click ***My schedules and subscriptions***.

> *Subscriptions are displayed in the order they were last modified (created or edited.) The most recent subscription created will be at the bottom of the list.*

3. Hover over the subscription you wish to delete. Click the ***More*** dots that will appear to the right of the subscription.
4. Click ***Remove this subscription*** to delete.

The message "***The subscription has been successfully deleted***" will appear at the top of the browser window.

Return to the Report

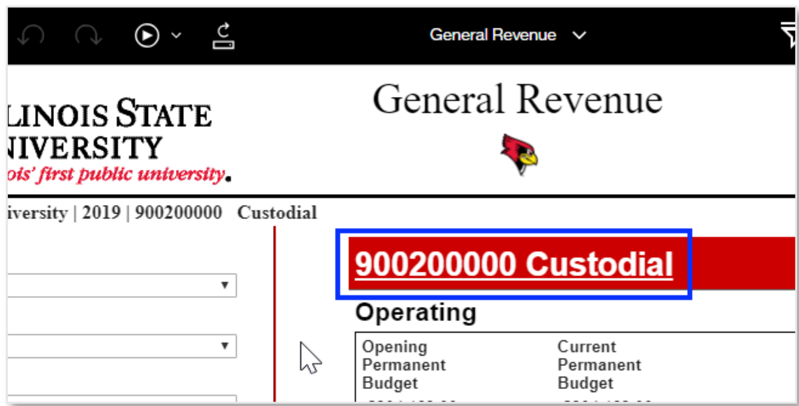


By going to the ***My schedules and subscriptions*** page, we left the report viewer page. Use the dropdown in the middle of the top toolbar to return to reports you have viewed during that log in session.

1. Click the dropdown arrow by the name of the page ***My schedules and subscriptions*** in the middle of the top toolbar.
2. After the dropdown list appears, click the top-level report you wish to view again.

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

Export All Details to Excel



1. Click on the Unit number and name at the top of the top-level report.
2. A new report will open in a new tab of your browser. This report will have tabs along the top with different detailed reports.
3. To export to Excel, click the ***Run*** dropdown arrow in the upper left corner.
4. Click ***Run Excel***.

   A message will appear just below the tool bar stating ***Downloading as Excel****. A box with a* ***Cancel*** *button will appear. It may take several seconds for your report to display.*
5. The document will appear in the bottom, left corner of the window.
6. Click on the report's name.

The report will open in Excel.

You will need to delete the first couple top rows and the first column. Macros can be built in Excel to do this automatically for you.

Every report that was in a different tab in Cognos will be on a separate sheet in Excel.

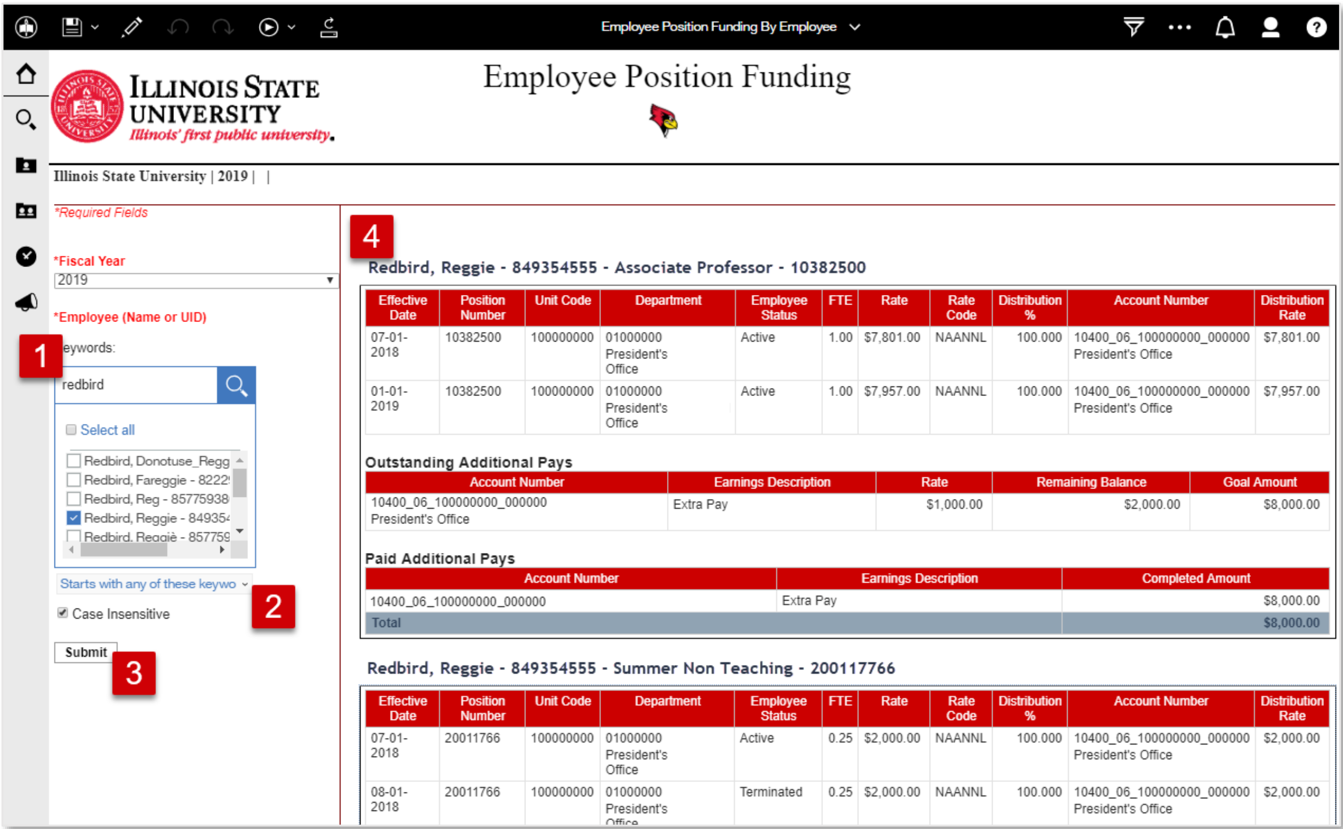
7. After you are done viewing the Excel file, close Excel and return to Cognos in your web browser. Cognos will have closed the drill-through report you were viewing. Close the current tab and return to the top-level report.

Back to Top

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. ***Search field*** – Search for employees based on their name or UID. The Employee Position Funding by Unit report is also searchable based on unit.
2. ***Search criteria dropdown*** – In order to search by an employee's UID this dropdown must be changed to ***Contains any of the these keywords***.
3. ***Submit*** – After checking the box next to the employee you wish to view, click the ***[Submit](#)*** button to view that employee's 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 including (salary, FTE, split funding, and status).

[Back to Top](#)

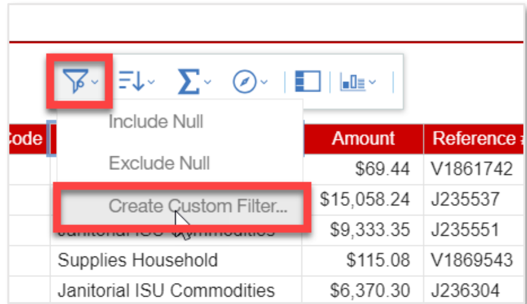
Using the Toolbar in Interactive Reports

Most reports in the Budget Center package are interactive reports. This report type allows users to create their own edits such as sorting, grouping, filtering, and summarizing data items. Practice using the interactive features on one of the detailed reports. The examples below are using the drill-through report ***General Revenue Operating – Umbrella Expenditures*** with the Custodial unit.

Filter

Information in the report will be narrowed down the same way every time the report is run.

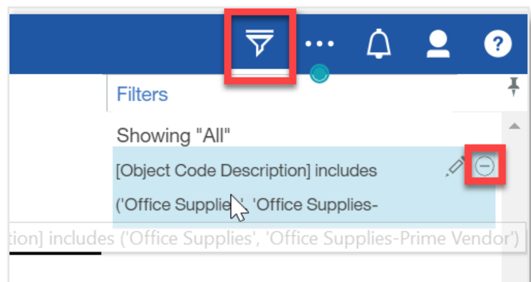
Categorical Data Item



1. Click the column header of the data item for which you wish to create a filter. (***Object Code Description***)
2. Click the ***Filter*** 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 ***Specific Values*** tab, locate and then hover over the value(s) you would like to include in the report. Click the next to the value. (***Office Supplies*** and ***Office Supplies-Prime Vendor***) It will then appear in the box to the right.
5. Click the ***OK*** button.



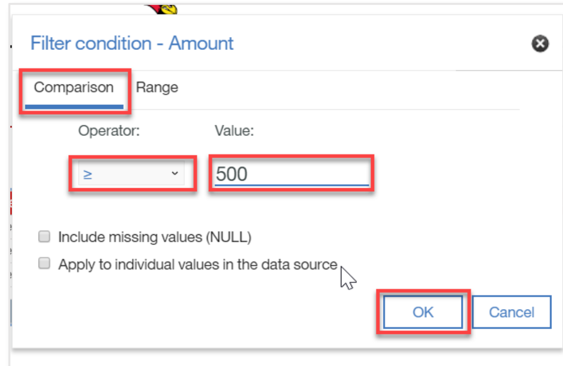
Delete a Filter you Applied

1. Click the ***Filter*** icon in the top, right corner of the report viewer.
2. Hover over the filter you wish to remove.
3. Click the ***remove*** icon.
4. Click the ***Filter*** icon in the top, right corner of the report viewer to unselect.

Numerical Data Item

1. Click the column header of the data item for which you wish to create a filter. (***Amount***)
2. Click the ***Filter*** 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.

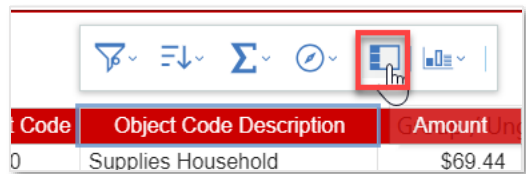


4. Under the ***Comparison*** tab, use the ***Operator*** dropdown menu to select ≥.
5. Type in the ***Value*** field "500.00."
6. Click the ***OK*** button.

Delete the Numerical Filter you just applied using the steps on the previous page.

Group

Groupings put all identical values in a column together.

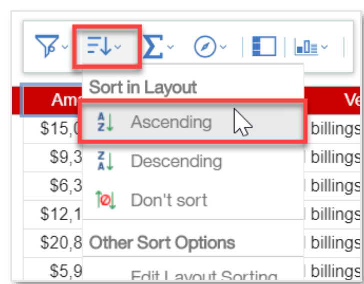


1. Click the column header of the data item you wish to group by. (***Object Code Description***)
2. Click the ***Group*** icon.

The data items the report is being grouped on will appear at the front of the report. Each value will only appear once.
Reports can be grouped by more than one data item at the same time.

Sort

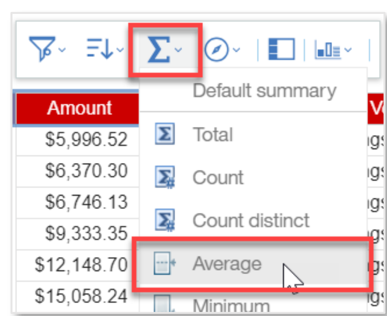
Sorting organizes information in ascending or descending order.



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 and the report as a whole.



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.

Click the ***Average*** option.

Helpful tips with Interactive Reports:

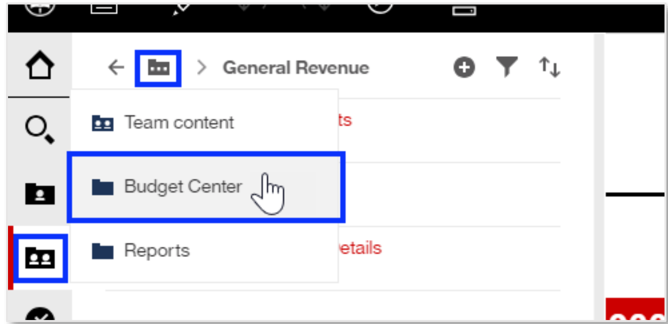
- Use the Undo and Redo buttons in the top left corner of the top toolbar to modify your edits.
- Use the Edit Layout Sorting menu under the Sort icon to view and change the way the report is being grouped and sorted.
- Save your report to the My Content folder in order to view the same edits at a later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

Back to Top

E. Dashboards

Dashboard Navigation: ***Team Content*** > ***Budget Center*** > ***Dashboards***

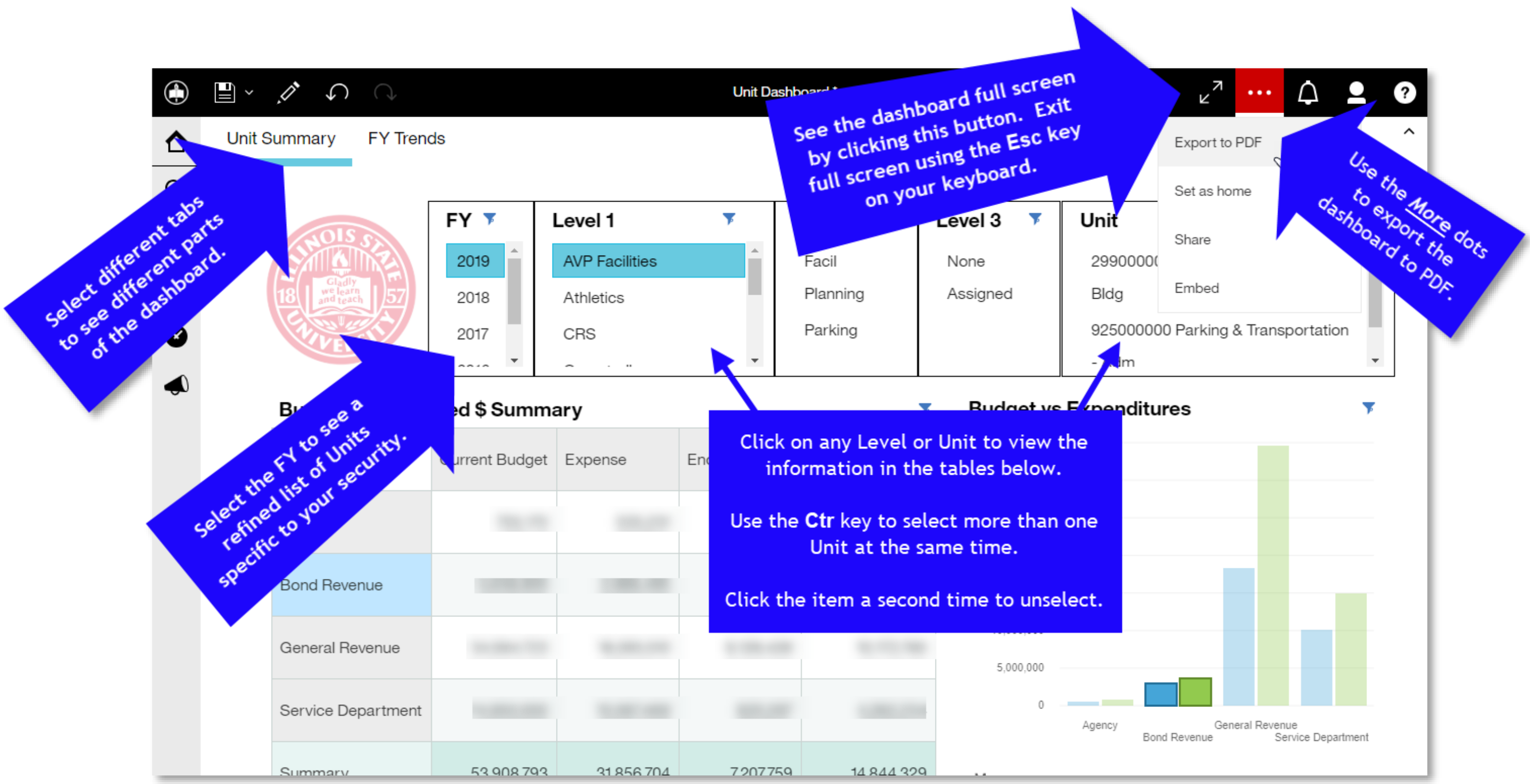
Cognos will remember your previous folder selection. To go back out to the Budget Center folder, use the breadcrumbs along the top of the navigation pane.



The following dashboards provide data for the current and previous four fiscal years:

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.

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



Every time you exit a dashboard, Cognos will ask you ***Continue without saving?*** Always click the ***OK*** button.

Back to Top

Where to Get Help

Request Access to the Budget Center

Users can request access to the Budget Center at IllinoisStateUniversity.SharePoint.com/sites/BudgetOffice/SitePages/PersonalDashboard.aspx.

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, formally 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: AT.IllinoisState.edu/EDA/
- Email: EDA@IllinoisState.edu

Back to Top