



Cognos Reports

Cognos is a reporting tool where end-users can export specific, curated data by clicking the hyperlink of the desired report. Exports can be executed multiple formats, including HTML (where drill-through links are active) or Excel.

End-users can request Cognos Finance data by submitting a ticket with Information Technology.

Questions about the reports can be directed to Budget@cofc.edu.

Team Content -> Finance -> End User Reporting -> Institutional, Auxiliary, and Agency Reports

Budget and Transaction Reports (Current Fiscal Year)

1. Agency Fund Balances by School – Current Fiscal Year
2. Agency Funds Detail – Current Fiscal Year
3. Agency Funds Summary – Current Fiscal Year
4. Encumbrance Activity – Current Fiscal Year
5. GSA Year to Date Budget and Activity Statement – Current Fiscal Year with 75013
6. List of All Budget Entries – Current Fiscal Year
7. List of All Transactions (Excluding Fringe Benefits) – Current Fiscal Year
8. List of Encumbrance Activity – Current Fiscal Year
9. List of Encumbrances – Current Fiscal Year
10. List of Expenses – Current Fiscal Year
11. List of Expenses – Current Fiscal Year (Index Prompt)
12. List of Operating Budget Entries – Current Fiscal Year
13. List of Operating Encumbrances – Current Fiscal Year
14. List of Operating Expenses – Current Fiscal Year
15. List of Revenue – Current Fiscal Year
16. List of Salary Expenses – Current Fiscal Year
17. Non-Sufficient Funds Checker
18. Open Purchase Orders
19. Recurring Institutional Budgets by Executive Levels FY21
20. Recurring Institutional Budgets by Index and Account FY21
21. Sailing Summary
22. Study Abroad Year to Date Budget and Activity Statement – Current Fiscal Year
23. Study Abroad Year to Date Budget and Activity Statement – Current Fiscal Year (Index Prompt)
24. YTD Budget and Activity Statement – Current Fiscal Year (Index Prompt)
25. YTD Budget and Activity Statement – Facilities Ledger 2 & 3 Org Roll-Up
26. YTD Budget and Activity Statement – Institutional Funds – Current Fiscal Year
27. YTD Budget and Activity Statement – Institutional Org Roll-Up – Current Fiscal Year

Budget and Transaction Reports (Prior Fiscal Year Prompt)

1. Adopted Budget – Year Prompt
2. Agency Fund Balances by School – Year Prompt
3. Agency Funds Detail – Year Prompt
4. Agency Funds Summary – Year Prompt
5. Encumbrance Activity – Year Prompt
6. List of All Budget Entries – Year Prompt
7. List of All Encumbrances – Year Prompt
8. List of All Expenses – Year and Index Prompt
9. List of All Expenses – Year Prompt
10. List of All Transactions (Excluding Fringe Benefits) – Year Prompt
11. List of Expense Transactions – by Div & Account – Date Range & Division Prompts
12. List of Operating Budget Entries – Year Prompt
13. List of Operating Encumbrances – Year and Index Prompt
14. List of Operating Encumbrances – Year Prompt
15. List of Operating Expenses – Year Prompt
16. List of Revenue – Year Prompt
17. List of Salary Expenses – Year Prompt
18. Study Abroad Year to Date Budget and Activity Statement – (Index and Year Prompt) new
19. Study Abroad Year to Date Budget and Activity Statement – FY16 (Index Prompt)
20. Study Abroad Year to Date Budget and Activity Statement – FY17 (Index Prompt)
21. YTD Budget and Activity Statement – Facilities Ledger 2 & 3 Org Roll-Up Year Prompt
22. YTD Budget and Activity Statement – Index and Year Prompt
23. YTD Budget and Activity Statement – Institutional Org Roll-Up-Year Prompt
24. YTD Budget and Activity Statement – Year Prompt

Multi-Year Analysis Reports

Agency Reports

1. 5-Year Financial Analysis – Agency Funds – Year-to-Date Activity by Account (all Indexes)
2. 5-Year Financial Analysis – Agency Funds – Year-to-Date Activity by Account (PROMPT for Index)
3. 5-Year Financial Analysis – Agency Funds – Year-to-Date Activity by Account Type Summary (all Indexes)
4. 5-Year Financial Analysis – Agency Funds – Year-to-Date Activity by Account Summary (PROMPT for Index)
5. 5-Year Financial Analysis – Agency Funds – Year-to-Date Activity by Division/Index

Auxiliary Reports

1. 3-Year Financial Analysis – Auxiliary Expenses by Account (all Indexes)
2. 3-Year Financial Analysis – Auxiliary Expenses by Account (PROMPT for Index)
3. 3-Year Financial Analysis – Auxiliary Physical Plant – Total Budget / Year-to-Date Activity Comparison by Account Type
4. 3-Year Financial Analysis – Auxiliary Physical Plant – Total Budget / Year-to-Date Activity Comparison by Account Type (all Indexes)
5. 3-Year Financial Analysis – Auxiliary Revenues by Account (all Indexes)
6. 3-Year Financial Analysis – Auxiliary Revenues by Account (PROMPT for Index)
7. 5-Year Financial Analysis – Auxiliary Expenses by Account (all Indexes)
8. 5-Year Financial Analysis – Auxiliary Expenses by Account (PROMPT for Index)
9. 5-Year Financial Analysis – Auxiliary Expenses by Account Type Summary (all Indexes)

10. 5-Year Financial Analysis – Auxiliary Expenses by Account Type Summary (PROMPT for Index)
11. 5-Year Financial Analysis – Auxiliary Expenses by Division / Index
12. 5-Year Financial Analysis – Auxiliary Revenues by Account (all Indexes)
13. 5-Year Financial Analysis – Auxiliary Revenues by Account (PROMPT for Index)
14. 5-Year Financial Analysis – Auxiliary Revenues by Account Summary (all Indexes)
15. 5-Year Financial Analysis – Auxiliary Revenues by Account Type Summary (PROMPT for Index)
16. 5-Year Financial Analysis – Auxiliary Revenues by Division / Index

Institutional Reports

1. 3-Year Financial Analysis – Institutional Funds – Total Budget / Year-to-Date Activity Comparison by Account Type (all Indexes)
2. 3-Year Financial Analysis – Institutional Funds – Total Budget / Year-to-Date Activity Comparison by Account Type (PROMPT for Index)
3. 3-Year Financial Analysis – Institutional Funds – Total Budget / Year-to-Date Activity Comparison by Division / Index
4. 5-Year Financial Analysis – Institutional Funds – Permanent Budget by Account (all Indexes)
5. 5-Year Financial Analysis – Institutional Funds – Permanent Budget by Account (PROMPT for Index)
6. 5-Year Financial Analysis – Institutional Funds – Permanent Budget by Account Type Summary (all Indexes)
7. 5-Year Financial Analysis – Institutional Funds – Permanent Budget by Account Type Summary (PROMPT for Index)
8. 5-Year Financial Analysis – Institutional Funds – Permanent Budget by Division / Index
9. 5-Year Financial Analysis – Institutional Funds – Year-to-Date Activity by Account (all Indexes)
10. 5-Year Financial Analysis – Institutional Funds – Year-to-Date Activity by Account (PROMPT for Index)
11. 5-Year Financial Analysis – Institutional Funds – Year-to-Date Activity by Account Type Summary (all Indexes)
12. 5-Year Financial Analysis – Institutional Funds – Year-to-Date Activity by Account Type Summary (PROMPT for Index)
13. 5-Year Financial Analysis – Institutional Funds – Year-to-Date Activity by Division / Index