How to Access Cognos Analytics V11

1. To obtain access, submit a Cognos Data Access Request for Finance information with Information Technology: https://it.cofc.edu/bi/Requests.php
2. Go to the Employee Tab in MyCharleston
3. Go to the middle of the page and click “Login to Cognos”
4. Once logged in using the same credentials as MyCharleston, follow the outlined “breadcrumb” to access any financial report
5. The following reports contain the most common, important information, in the Budget and Transaction Reports (Current Fiscal year) folder.
   a. YTD Budget and Activity Statement – Institutional Org Roll-Up – Current Fiscal year
   b. List of All Budget Entries – Current Fiscal Year
   c. List of Operating Expenses – Current Fiscal Year
   d. YTD Budget and Activity Statement – Current Fiscal Year (Index Prompt)

6. How to export a report
   a. Click the hyperlink to run the report in the default setting OR
   b. Click the ellipses to export into a different format through “Run As”
      i. Choose the required format
      ii. Click “Run”
7. If you have already run the report in the default HTML, you can click the “DVD” button to export to the required format

Questions: Budget@cofc.edu