

What should I see when I log in to Cognos?

Once you have logged into Cognos, the *Public Folder* page will be the default home page, unless you have modified your settings.

### Home page

The *Public Folders* page will display. Always use the *Log Off* button when ending your Cognos session, and then close the browser.

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	Name 🗅		Modified ◊	Actions
	GL Reporting		29 September 2015 15:42:05	More
	Grants Reporting		19 July 2016 11:01:13	More
□ ₺►	GL: Budget to Actual		27 March 2019 12:20:19	🔲 🕨 📴 More
🗆 🖦 🏲	GL: Budget to Actual Summary		17 October 2019 10:51:14	🔲 🕨 📴 More
🗆 🖦 🕨	GL: Financial Summary		19 November 2019 10:42:38	🔲 🕨 📴 More
🗆 🖦 🕨	GL: Journal Transactions		3 October 2018 14:40:16	🔲 🕨 📴 More

There are various buttons on this page, which will assist you when navigating Cognos, particularly *Home* and *My Area Options*.

The Icon	The Name	The function
<b>1</b> -	My Area Options	Enables you to set up output preferences and review any reports you have scheduled. Refer to Section 3.
<b>À</b> -	Home	Displays the page you set as your Home page.

It is important to ensure you have the right access to be able to use the system to its full potential. To check your access, in the *Public Folders* tab, click on:

#### the LIVE folder > your school folder > Departmental (Shared) Reports folder

You will have access to either the *Grants Reporting* folder, *GL Reporting* folder or both, depending on what you specified on your access form. The General Ledger (GL) reports were rationalised in 2019, and the current reports are NOT in the *GL Reporting* folder, but appear directly in the *Departmental (Shared) Reports* folder.

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Reports in the *Departmental (Shared) Reports* folder are the standard General Ledger or Grants reports that are available to all Cognos users, regardless of school or department. If you use your *specifically named* departmental folder instead, the reports will be unique to that department.

If you are unable to view the list of Departmental (shared) reports for your school, please contact <u>fsg.system.support@admin.cam.ac.uk</u> and ask them to check your set up.

## **Grants reports**

The standard Grants reports are available from the *Departmental (Shared)* Reports > *Grants Reporting* folder. In some cases, widely used reports may also be in the Grants Reporting subfolder, *Other*.

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3-2-1 Grants Listing	21 January 2016 15:41	:16 🔲 🕨 🖭 More
Activated grants with budget	14 January 2016 12:35	:16 🔲 🕨 🖭 More
Award Expenditure by Project Organisation All expenditure types year summary level	26 June 2017 19:52:34	🔲 🕨 📴 More
Award Exp	23 February 2017 08:12	2:29 🔲 🕨 🖭 More
Detailed This icon indicates your output prefere	nce which can 24 May 2017 15:06:20	🔲 🕨 💽 More
	15 April 2015 10:33:59	🔲 🕨 🖭 More
be changed via <i>My Area, My Prefere</i>	1COS. 21 January 2016 14:39	:49 🔲 🕨 💽 More
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## **General Ledger reports**

The current standard GL reports are available from the *Departmental (Shared) Reports* folder. You do not need to open the GL reporting folder unless you are looking for old reports.

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# **Action icons**

These appear on the right hand side of the Cognos application. The available actions are dynamic and number of options will vary. The most frequently used actions are:

The Icon	The Name	The function	
	Set properties	In My Folders tab, use to change the name of folders and reports using General tab. The Report view tab allows you to set output options and parameters.	
	Run With Options	Allows you to check/change output and input parameters. Advanced option enables you to run it a specified time.	
	Schedule	Enables you to schedule reports to run on a regular basis.	
More	More	Provides all other options, as well as the above    Available actions:   Image: Set properties   Image: Set properties   Image: View report output versions   Image: View my permissions   Image: View my permissions   Image: View my permissions   Image: View my permissions   Image: View the schedule   Image: View run history   Image: Alert me about new versions   Image: Copy   Image: Copy </th	