



# Finding the Grants Reports

Once you have logged into COGNOS the Public Folder page will be the default home page.

## Home

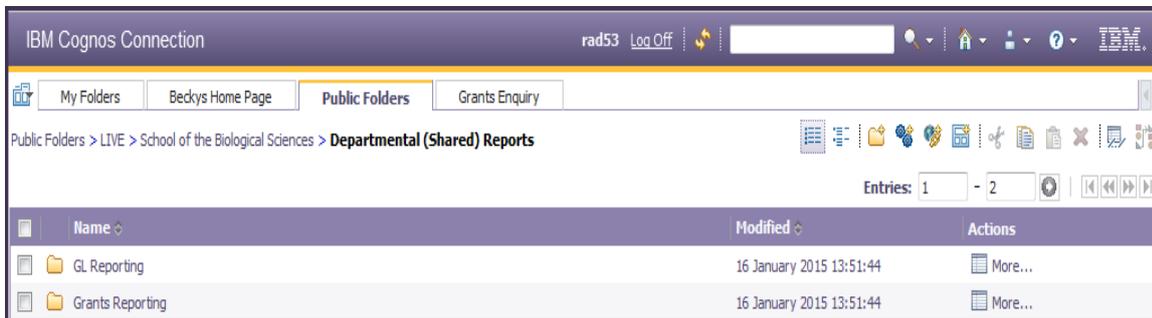
Once you have logged in the Public Folders page will display as per the screen shot below.



There are various icons on this page, which will assist you when navigating COGNOS.

The Icon	The Name	The function
	My Area	Enables you to set up output preferences and review any reports you have scheduled. Refer to separate guidance.
	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. You will have access to either the Grants folder, General Ledger folder or both depending on what you specified on the form.





## Grants Folder

The standard Grants reports are available from the Departmental Shared folder.

**Public Folders > LIVE > Schools > Departmental (Shared) Reports > Grants Reporting**

The following is a list of standard Grants reports that you should see regardless of which school you are in by using the navigation path above.

The screenshot shows the IBM Cognos Connection interface. The breadcrumb navigation path is: Public Folders > LIVE > School of the Biological Sciences > Departmental (Shared) Reports > Grants Reporting. The interface displays a list of reports with columns for Name, Modified, and Actions. The reports listed are:

Name	Modified	Actions
Other Reports	16 January 2015 13:51:45	More...
3-2-1 Grants Listing	16 January 2015 13:51:45	More...
Activated grants with budget	16 January 2015 13:51:45	More...
Award Expenditure by Project Organisation All expenditure types year summary level	16 January 2015 13:51:45	More...
Award Expenditure by Project Organisation by year (summary level)	16 January 2015 13:51:45	More...
Copy of Projects by Organisation by PI	16 January 2015 13:51:45	More...
Detailed Expenditure Enquiry by Project	16 January 2015 13:51:45	More...
FES List	16 January 2015 13:51:39	More...
Grant Expenditure by month	16 January 2015 13:51:39	More...
Grants Actual Expenditure by Project Organisation	16 January 2015 13:51:39	More...
Grants by Sponsor Type (transactional DB)	16 January 2015 13:51:39	More...
Grants by Sponsor Type (with Budget)	16 January 2015 13:51:39	More...
Grants Ended Enquiry Details	16 January 2015 13:51:39	More...
Payroll costs	16 January 2015 13:51:39	More...
Project Enquiry	16 January 2015 13:51:39	More...
Projects by Organisation by PI	16 January 2015 13:51:39	More...
Research Council Statement School/Department version	16 January 2015 13:51:39	More...
Top slice postings report by Project Organisation	16 January 2015 13:51:39	More...
Year end grant report for Departments 2011-2012	16 January 2015 13:51:39	More...
Year end grant report for Departments 2012-2013	16 January 2015 13:51:39	More...
Year end grants report by Project Organisation for Departments 2010-2011	16 January 2015 13:51:39	More...

This icon indicates your output preference, which can be changed via 'My Area, My Preferences'

If you are unable to view folders, the list of Departmental (shared) reports for your school then please contact [FIN\\_Reporting\\_helpdesk@admin.cam.ac.uk](mailto:FIN_Reporting_helpdesk@admin.cam.ac.uk) and ask them to check your set up