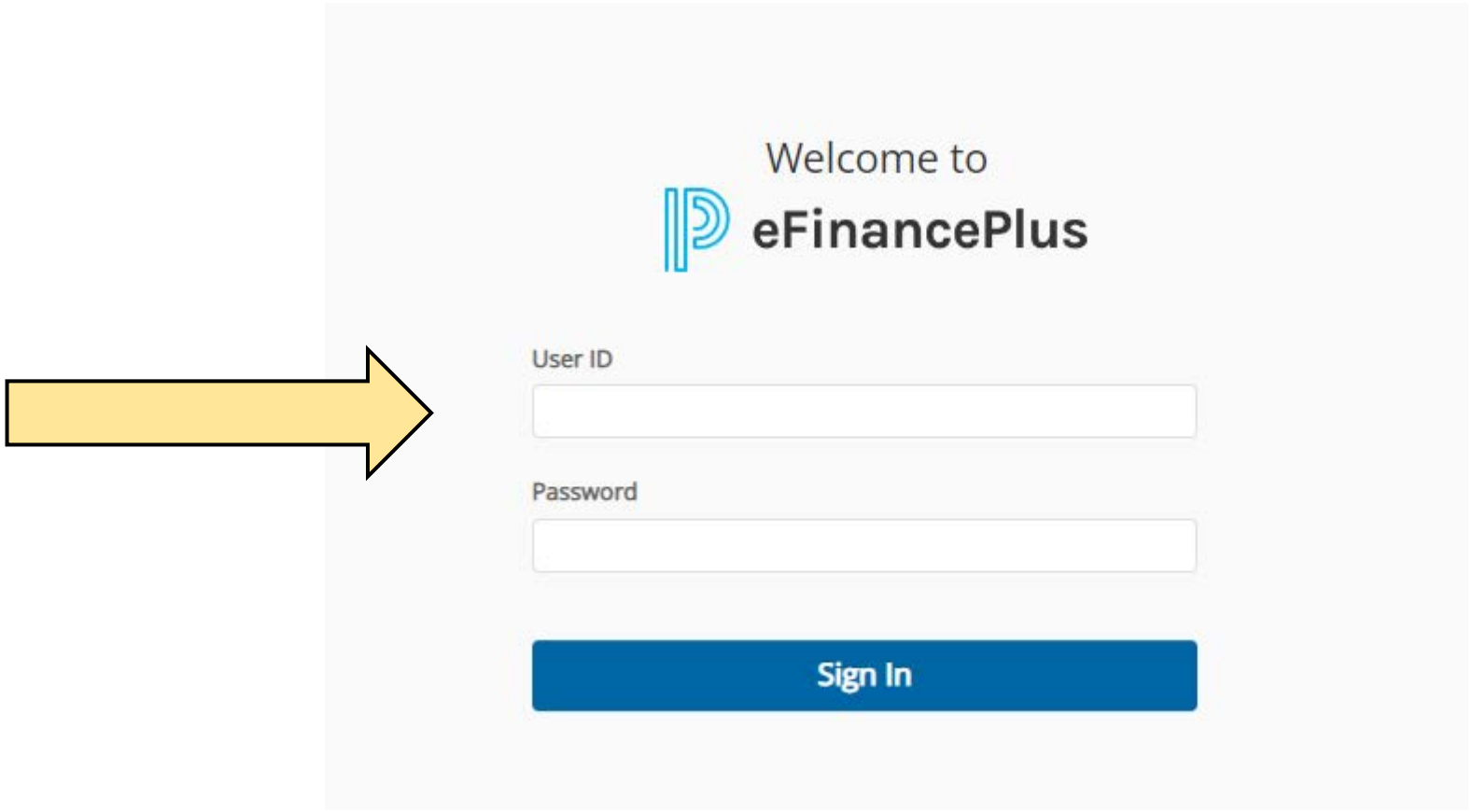
Instructions for pulling a:

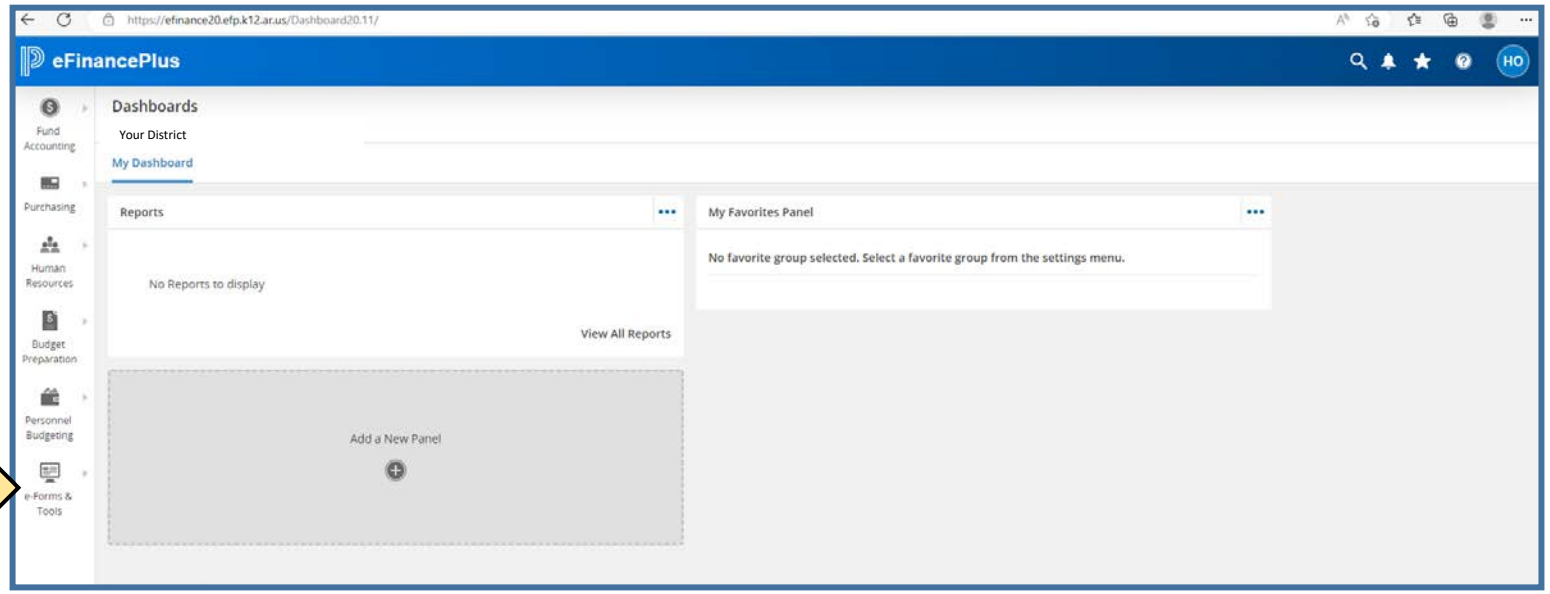
COGNOS BUDGET REPORT
COGNOS AFR REPORT
COGNOS BUDGET-EXPENDITURE COMPARISON REPORT

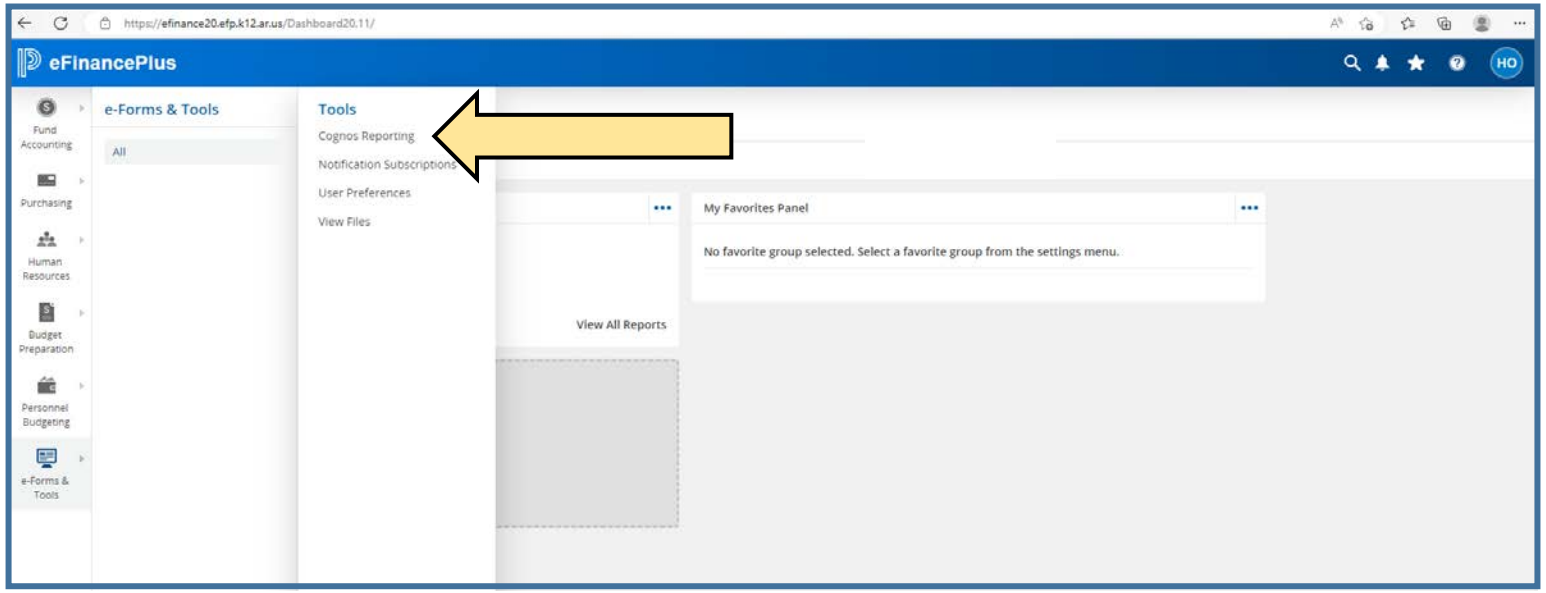
Division of Elementary and Secondary Education

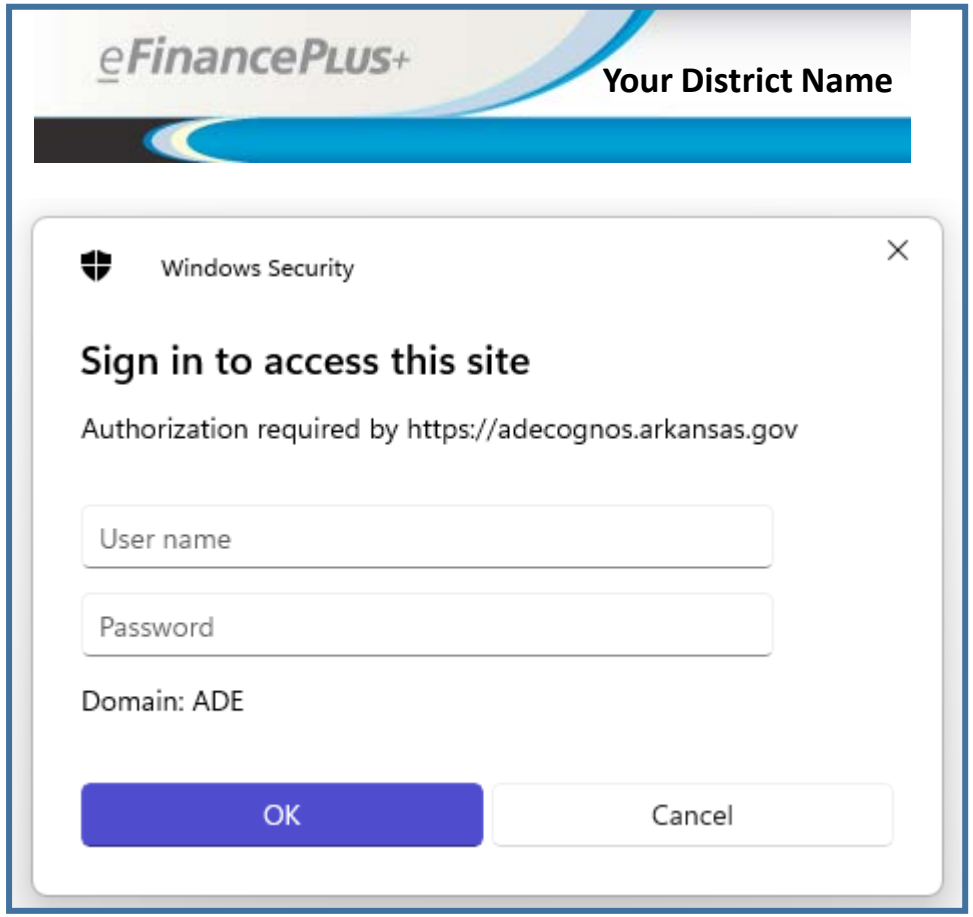
Updated 7/5/24

Check with your district to see about getting the eFinancePLUS sign on in order to pull the COGNOS reports. If you do not have one, then check with your bookkeeper about pulling the reports for you.




https://efinance20.efp.k12.ar.us/Dashboard20.11/
eFinancePlus
HO
Fund Accounting
Purchasing
Human Resources
Budget Preparation
Personnel Budgeting
e-Forms & Tools
Dashboards
Your District
My Dashboard
Reports
No Reports to display
View All Reports
My Favorites Panel
No favorite group selected. Select a favorite group from the settings menu.
Add a New Panel


https://efinance20.efp.k12.ar.us/Dashboard20.11/
eFinancePlus
HO
Fund Accounting
Purchasing
Human Resources
Budget Preparation
Personnel Budgeting
e-Forms & Tools
e-Forms & Tools
All
Tools
Cognos Reporting
Notification Subscriptions
User Preferences
View Files
My Favorites Panel
No favorite group selected. Select a favorite group from the settings menu.
View All Reports



You will need your login information for COGNOS.

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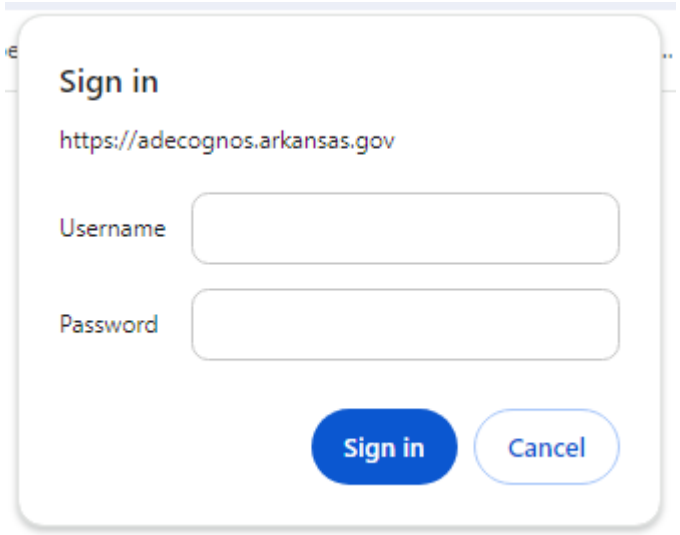

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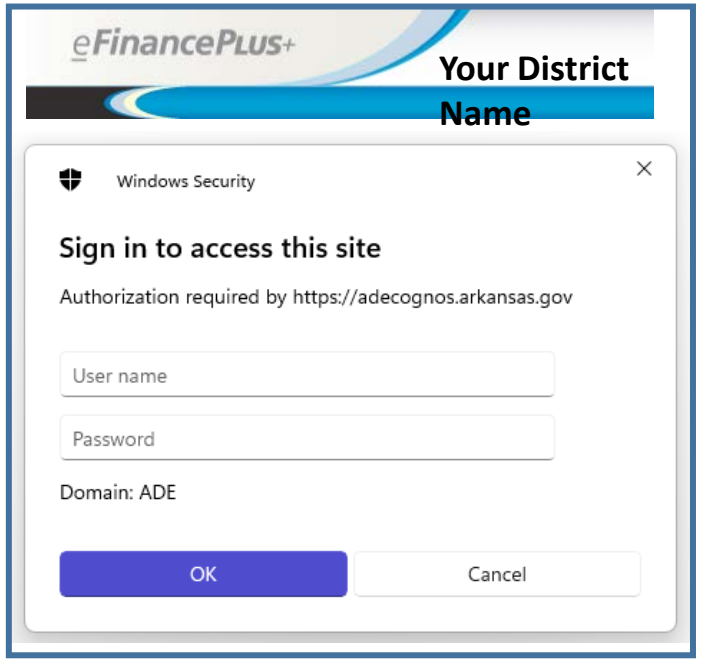
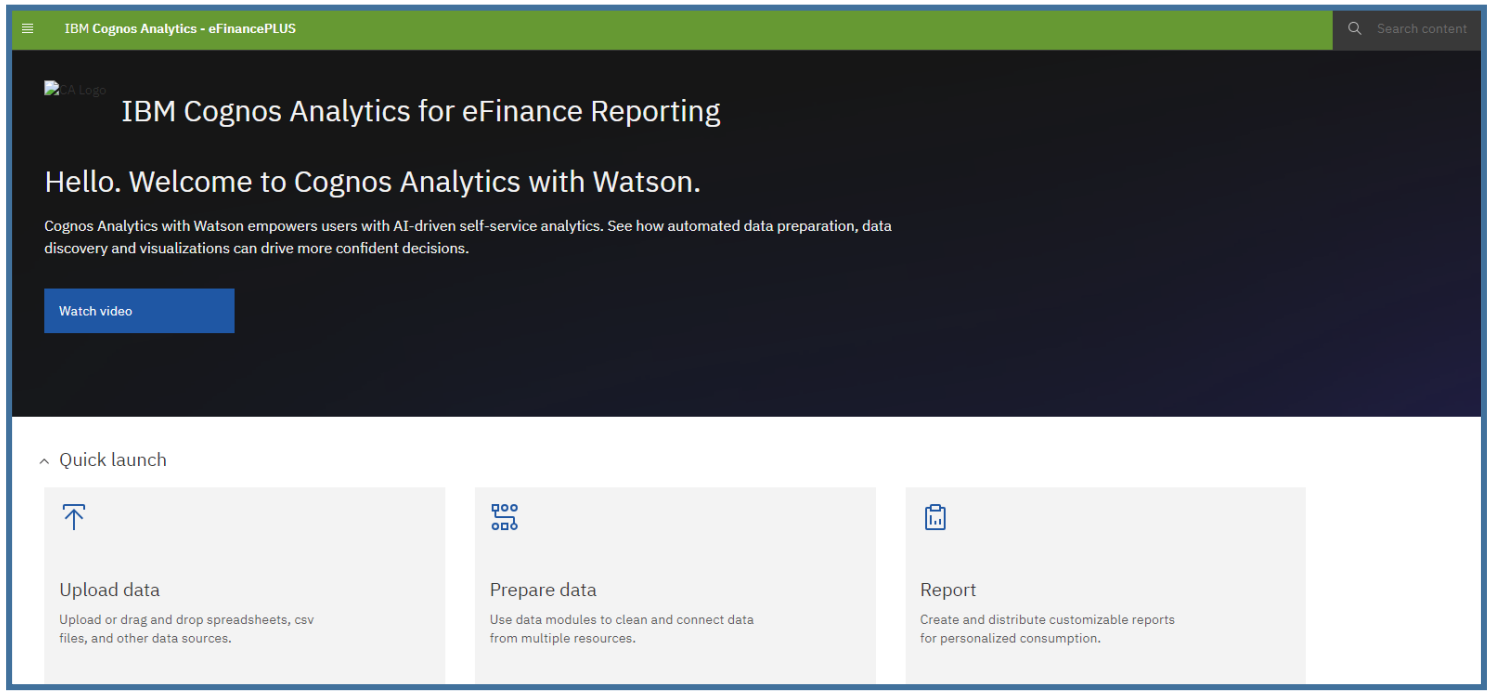
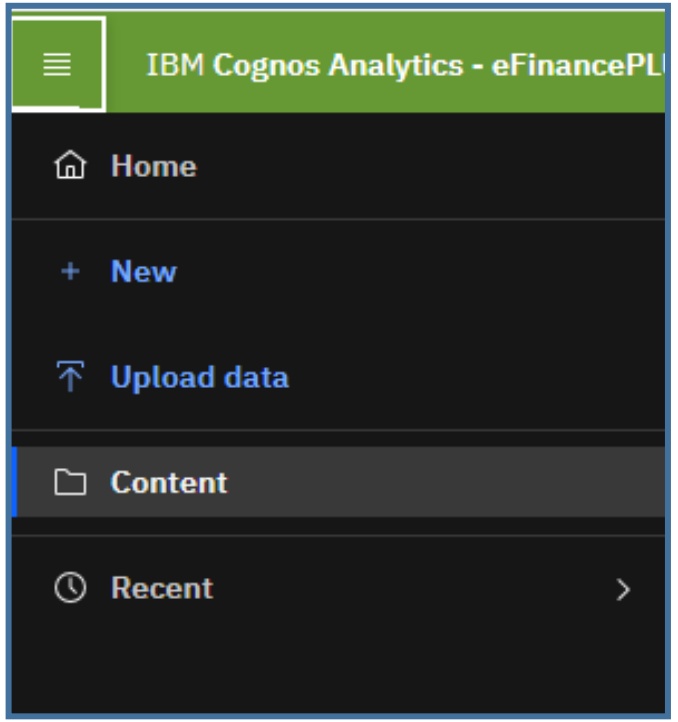
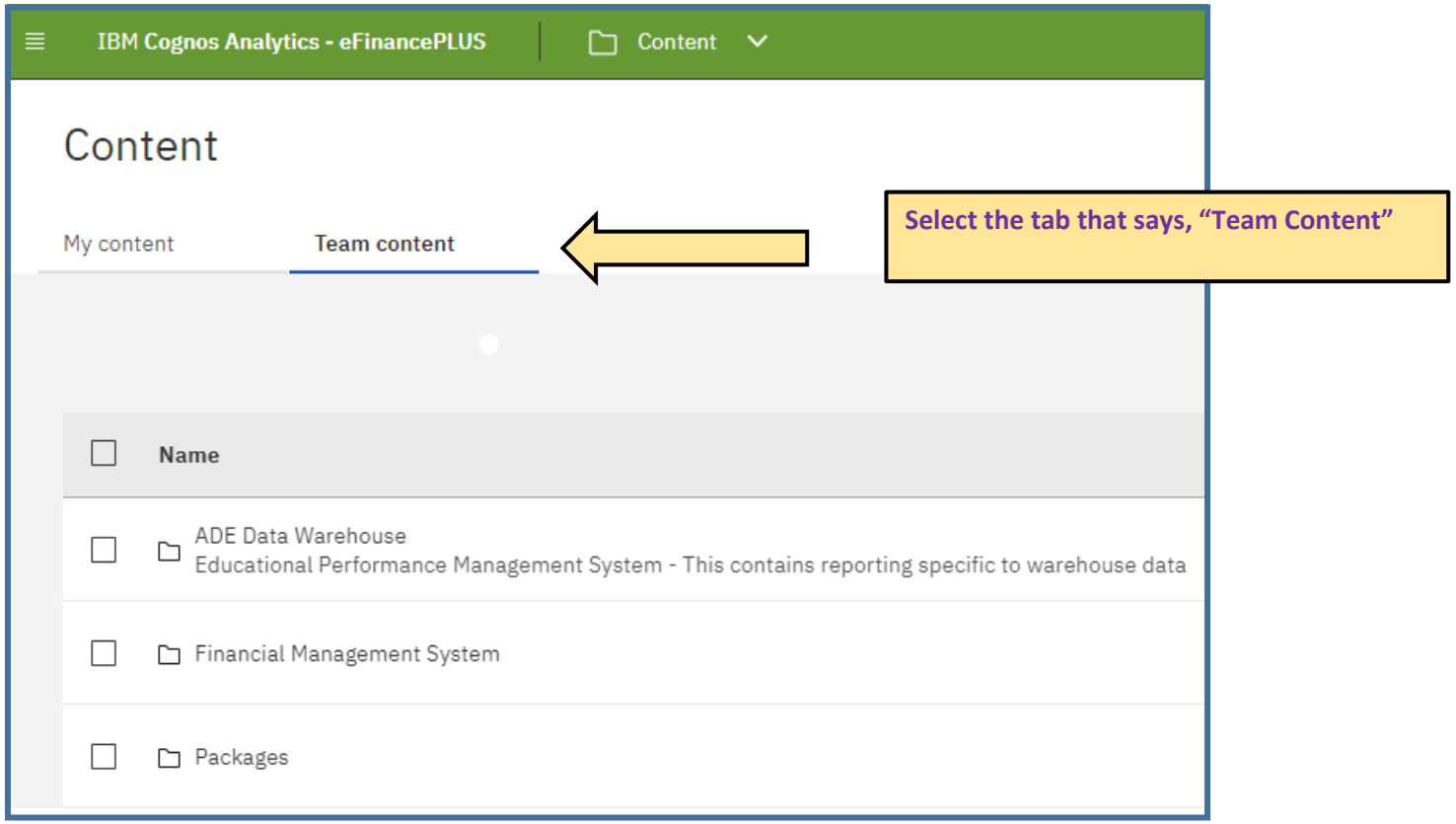


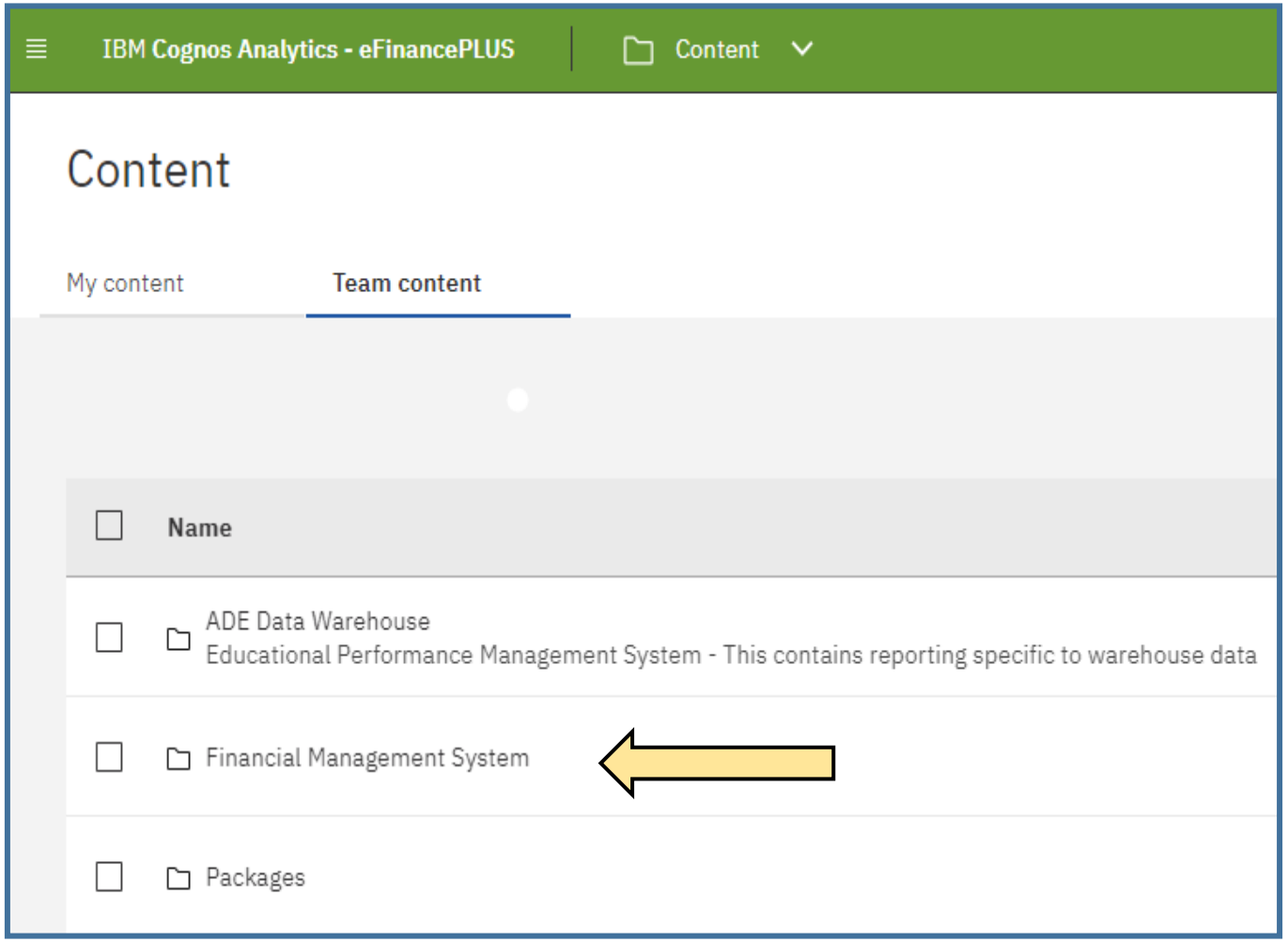
Click on the 3 bars to open the side panel menu.





Click on the box that says, “Content”


IBM Cognos Analytics - eFinancePLUS
Content
Content
My content
Team content
Select the tab that says, “Team Content”
Name
ADE Data Warehouse
Educational Performance Management System - This contains reporting specific to warehouse data
Financial Management System
Packages


IBM Cognos Analytics - eFinancePLUS
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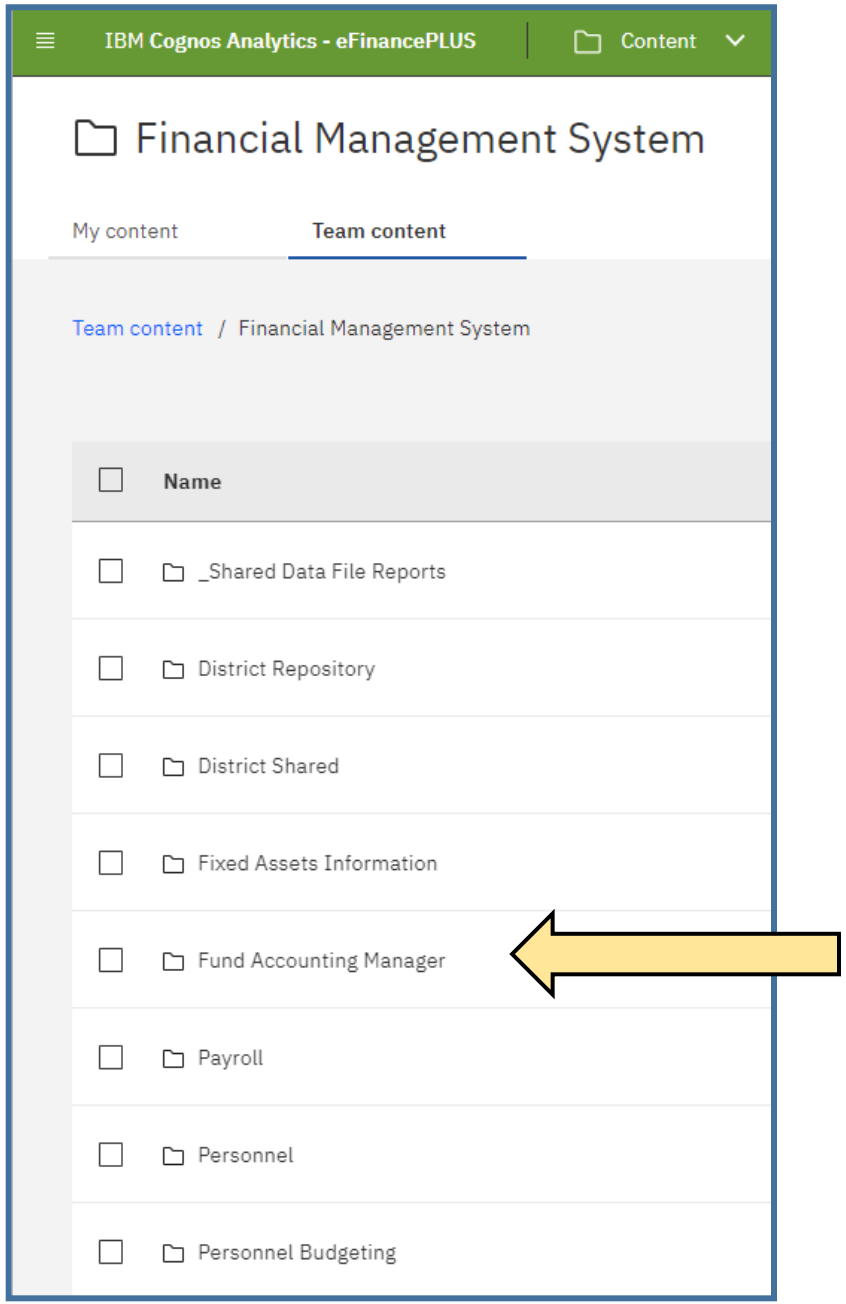
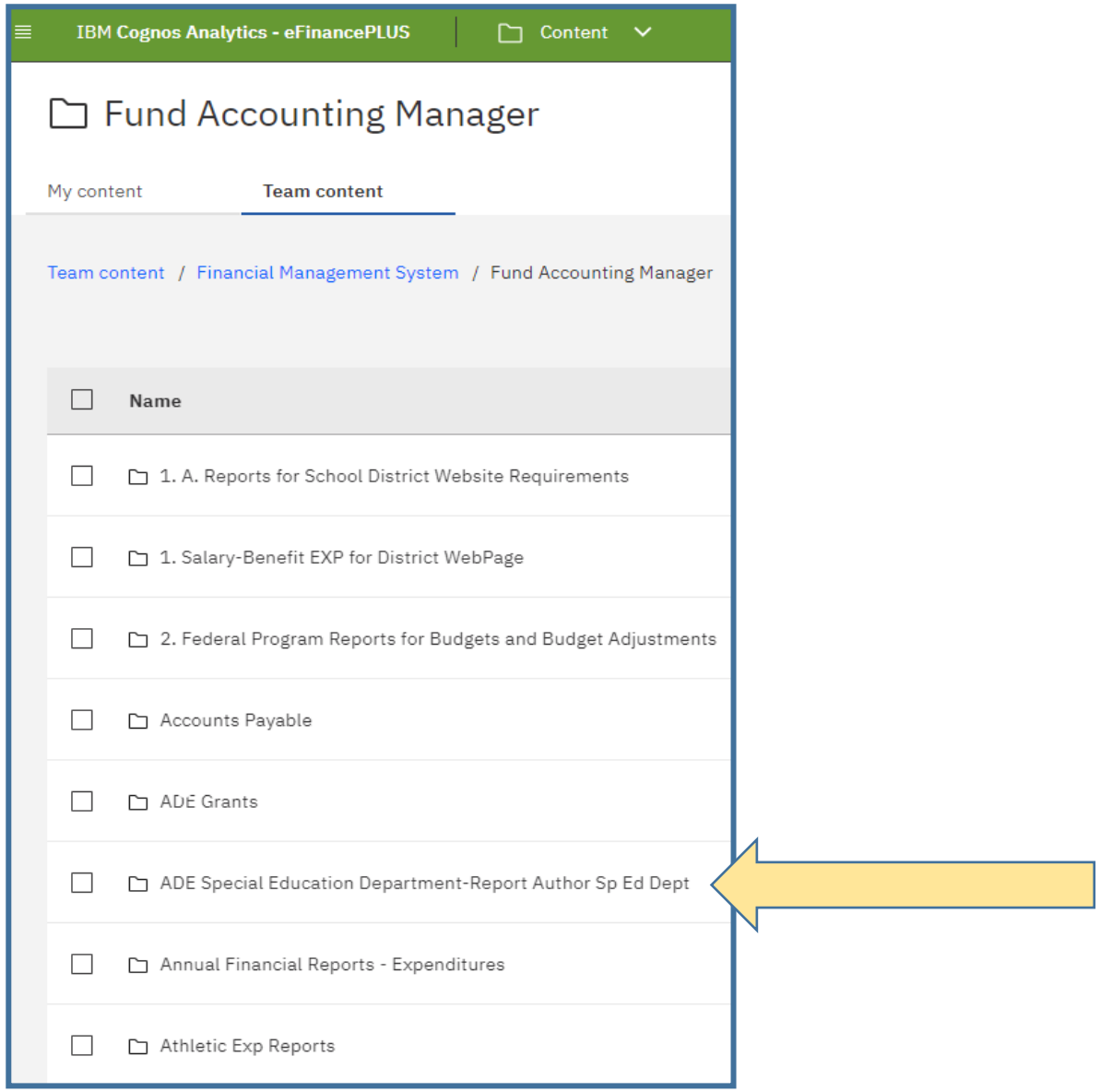
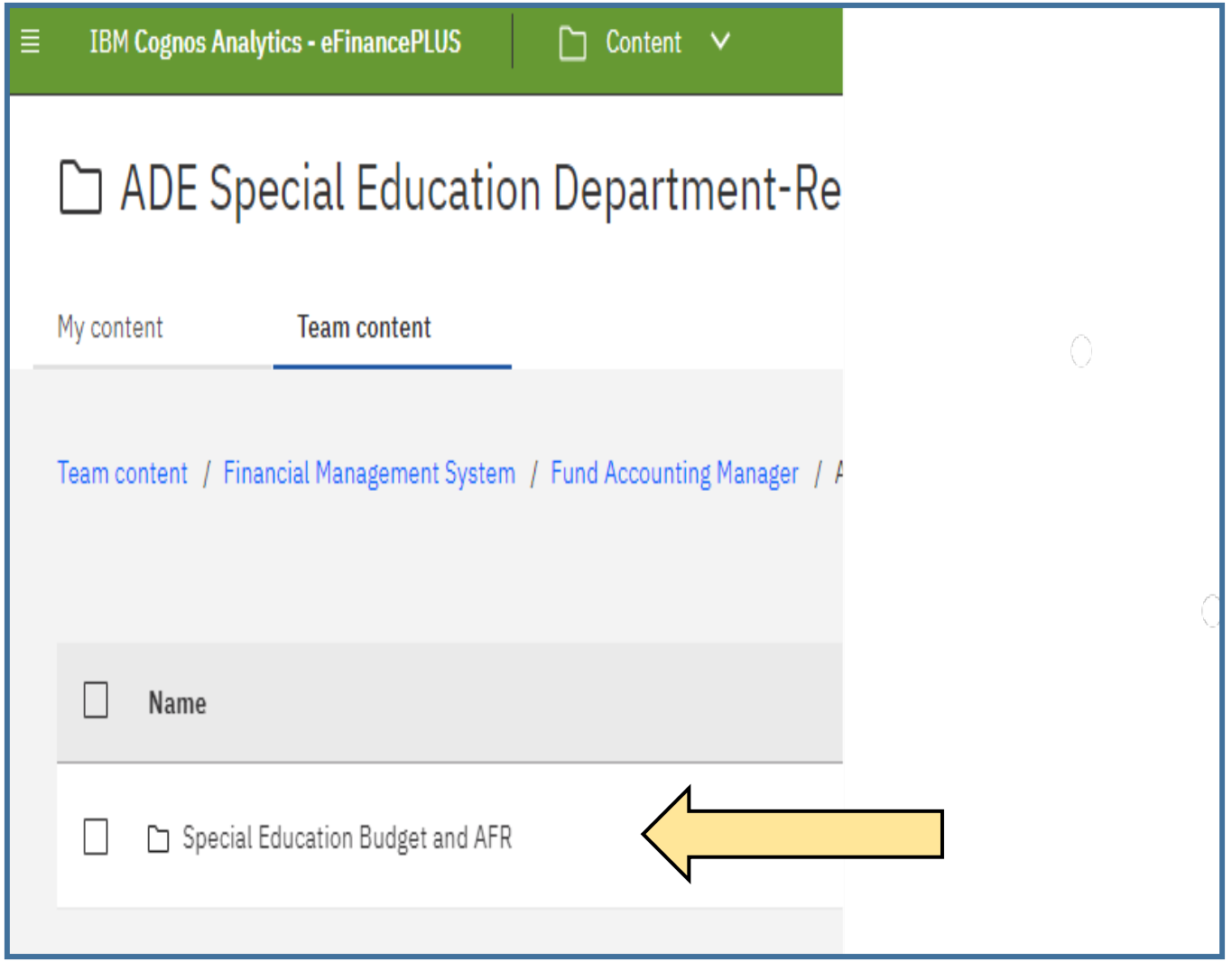
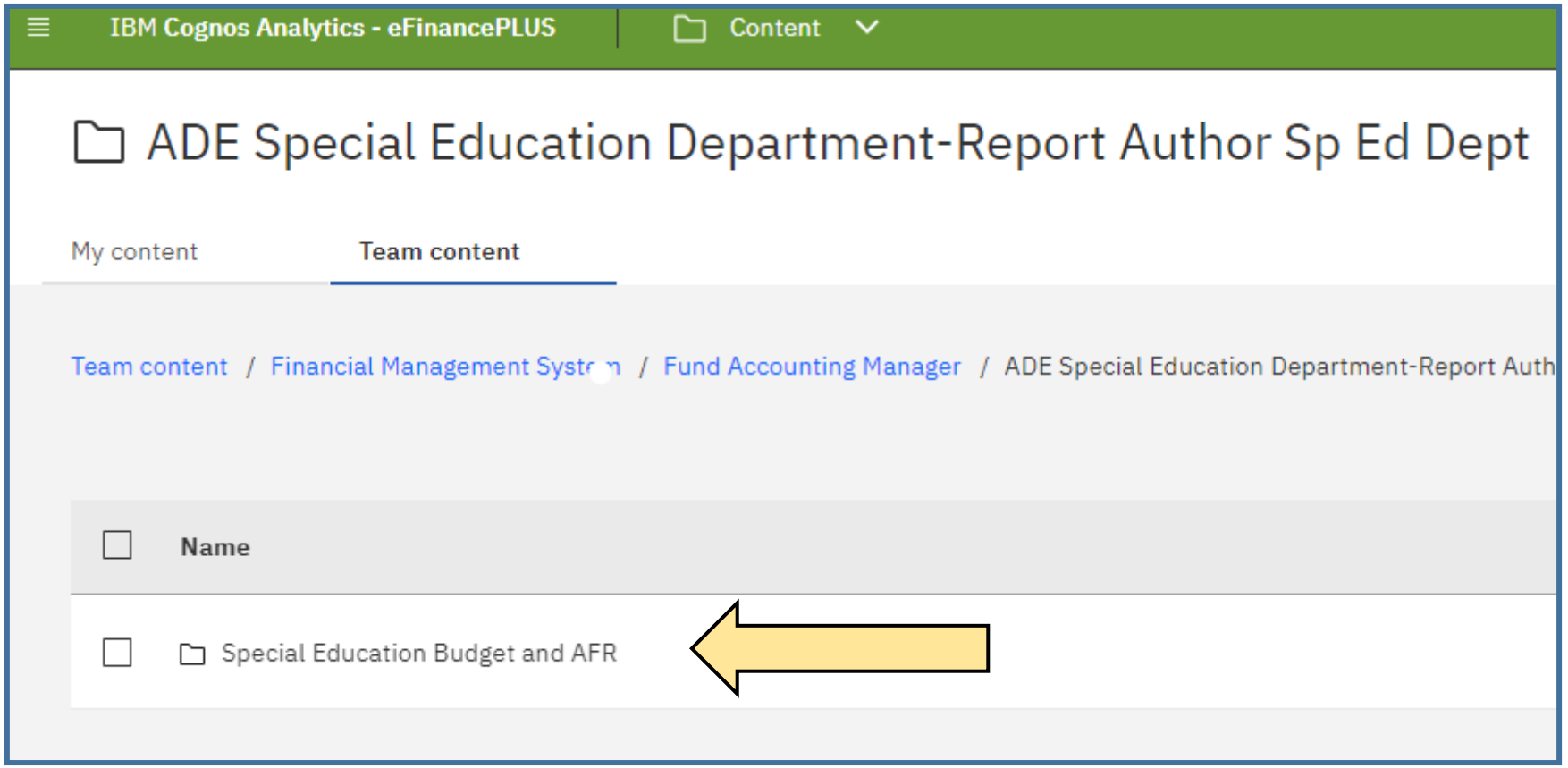
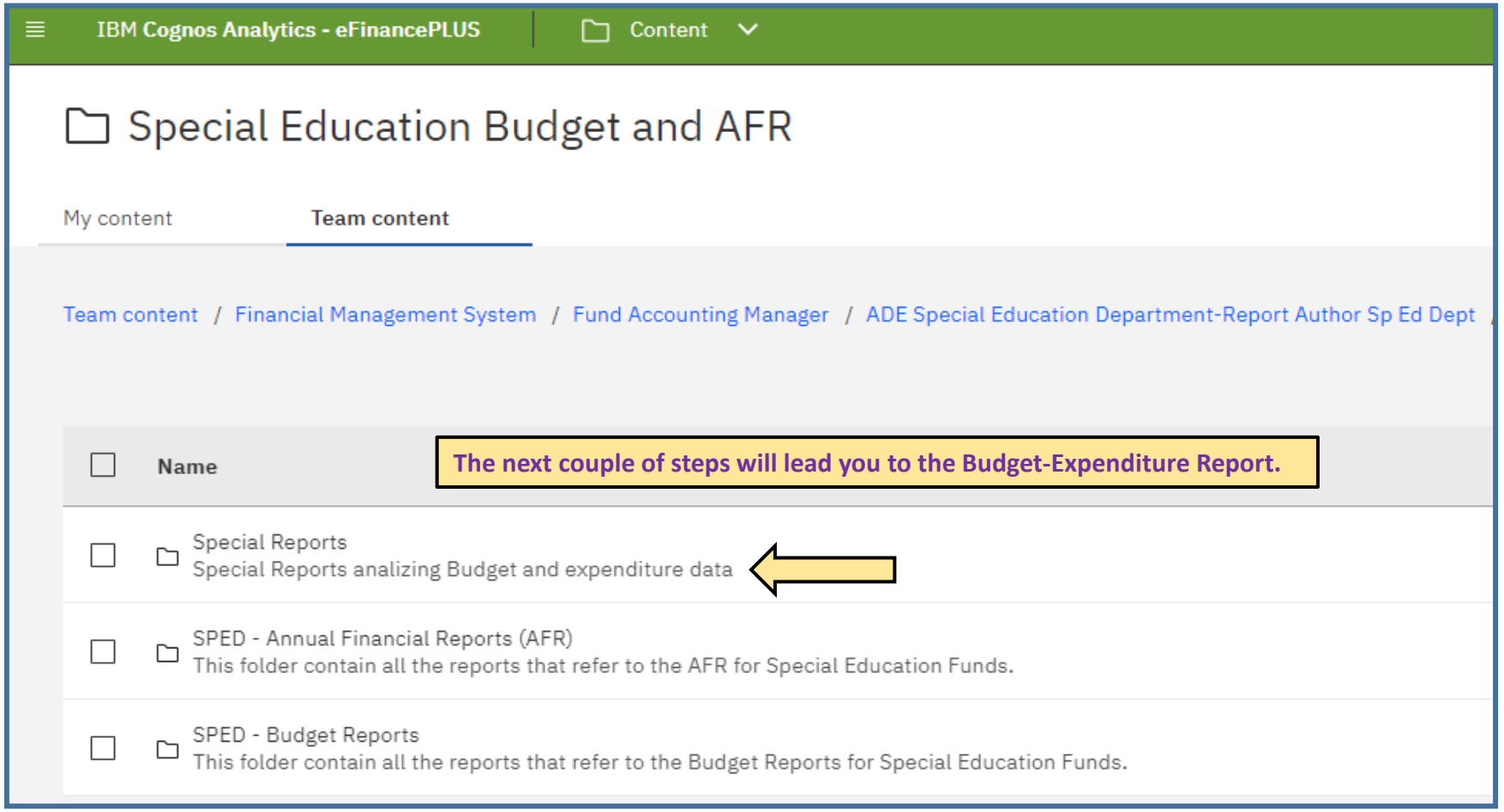
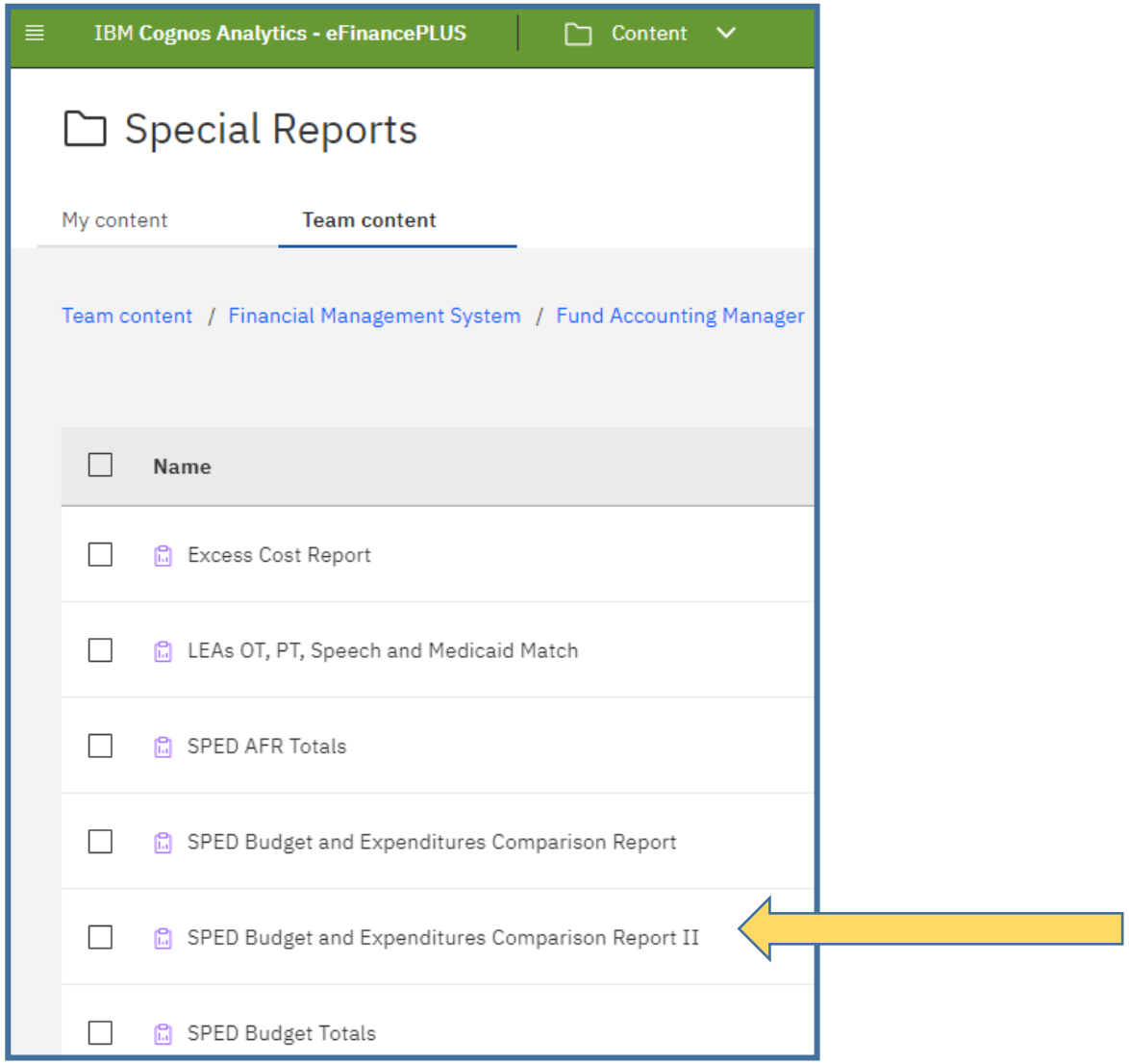

IBM Cognos Analytics - eFinancePLUS
Content
Financial Management System
My content
Team content
Team content / Financial Management System
Name
_Shared Data File Reports
District Repository
District Shared
Fixed Assets Information
Fund Accounting Manager
Payroll
Personnel
Personnel Budgeting

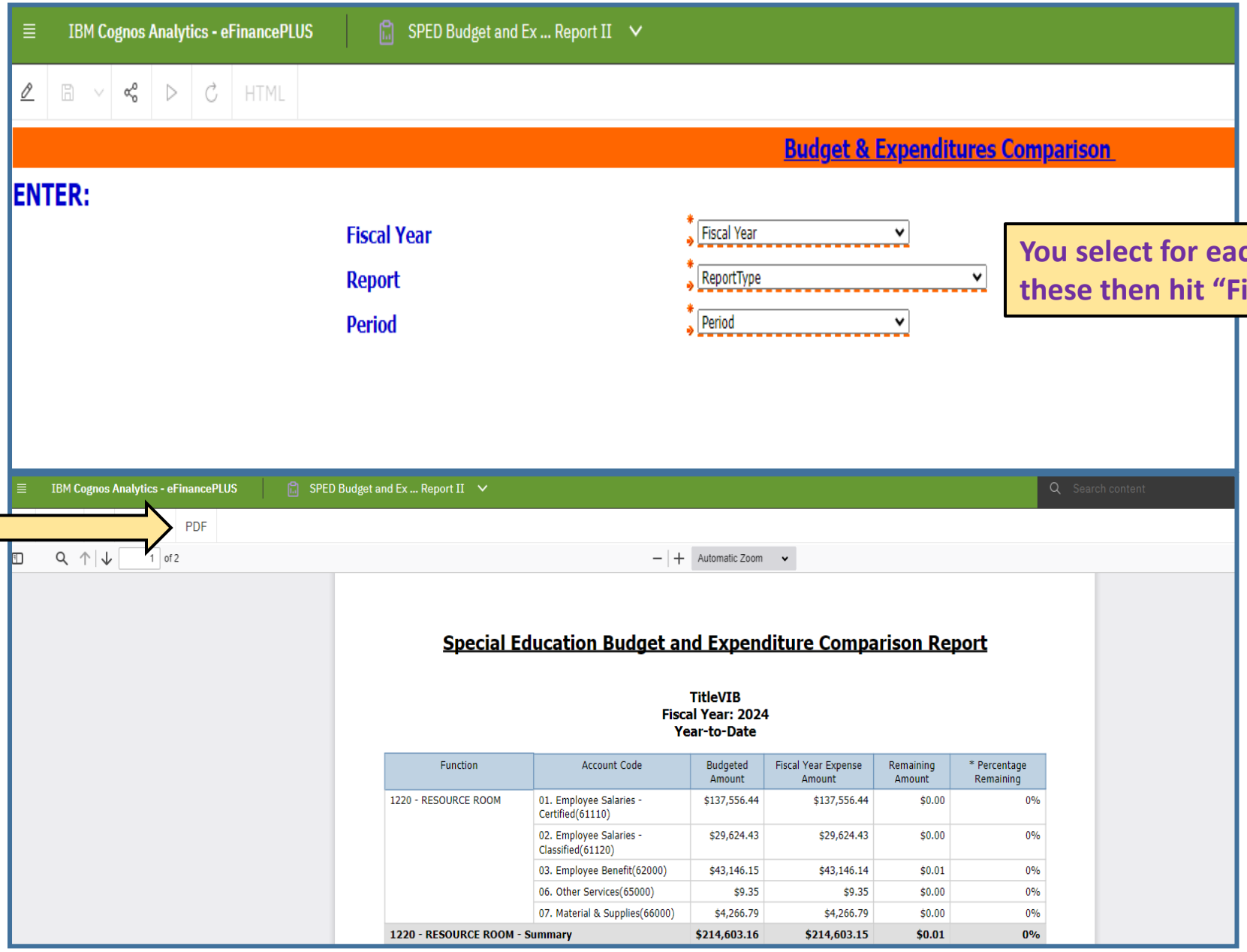

IBM Cognos Analytics - eFinancePLUS
Content
Fund Accounting Manager
My content
Team content
Team content / Financial Management System / Fund Accounting Manager
Name
1. A. Reports for School District Website Requirements
1. Salary-Benefit EXP for District WebPage
2. Federal Program Reports for Budgets and Budget Adjustments
Accounts Payable
ADE Grants
ADE Special Education Department-Report Author Sp Ed Dept
Annual Financial Reports - Expenditures
Athletic Exp Reports


IBM Cognos Analytics - eFinancePLUS
Content
ADE Special Education Department-Re
My content
Team content
Team content / Financial Management System / Fund Accounting Manager /
Name
Special Education Budget and AFR


IBM Cognos Analytics - eFinancePLUS
Content
ADE Special Education Department-Report Author Sp Ed Dept
My content
Team content
Team content / Financial Management Syste n / Fund Accounting Manager / ADE Special Education Department-Report Auth
Name
Special Education Budget and AFR

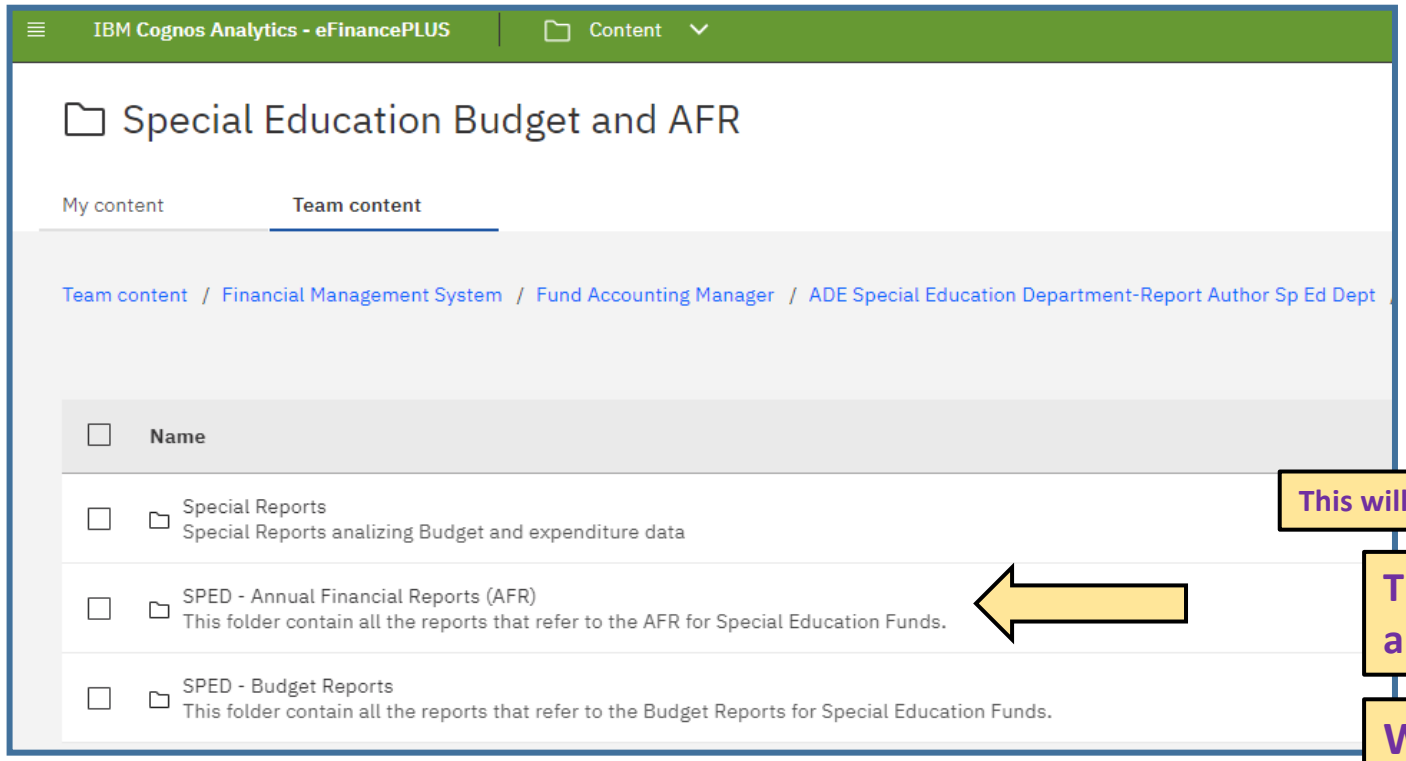

IBM Cognos Analytics - eFinancePLUS
Content
Special Education Budget and AFR
My content
Team content
Team content / Financial Management System / Fund Accounting Manager / ADE Special Education Department-Report Author Sp Ed Dept
Name
The next couple of steps will lead you to the Budget-Expenditure Report.
Special Reports
Special Reports analizing Budget and expenditure data
SPED - Annual Financial Reports (AFR)
This folder contain all the reports that refer to the AFR for Special Education Funds.
SPED - Budget Reports
This folder contain all the reports that refer to the Budget Reports for Special Education Funds.


IBM Cognos Analytics - eFinancePLUS
Content
Special Reports
My content
Team content
Team content / Financial Management System / Fund Accounting Manager
Name
Excess Cost Report
LEAs OT, PT, Speech and Medicaid Match
SPED AFR Totals
SPED Budget and Expenditures Comparison Report
SPED Budget and Expenditures Comparison Report II
SPED Budget Totals



You select for each of these then hit "Finish"

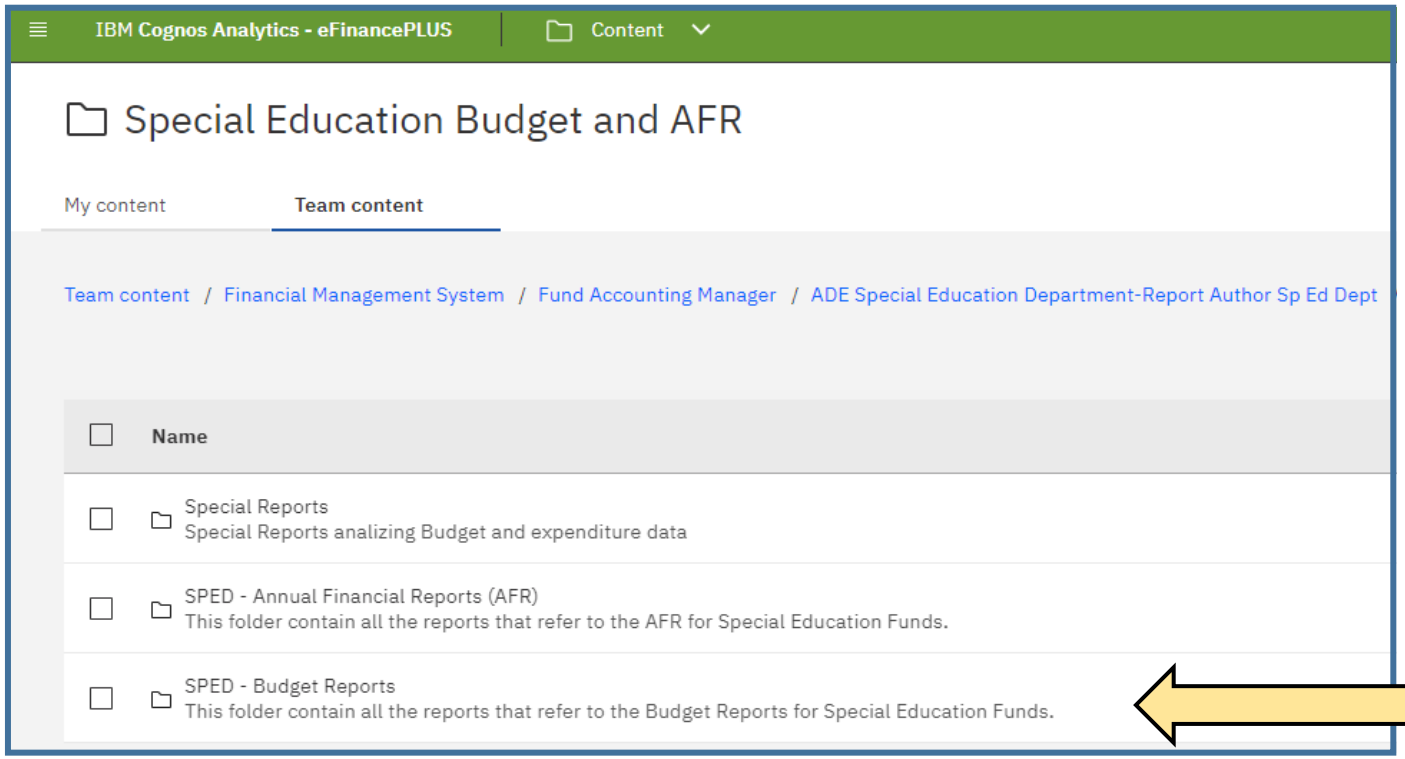
When printing this report please select this button and choose "PDF" so the whole report will print.



This will lead you to the Annual financial Report (AFR).

This report gives you the exact amount spent to date.

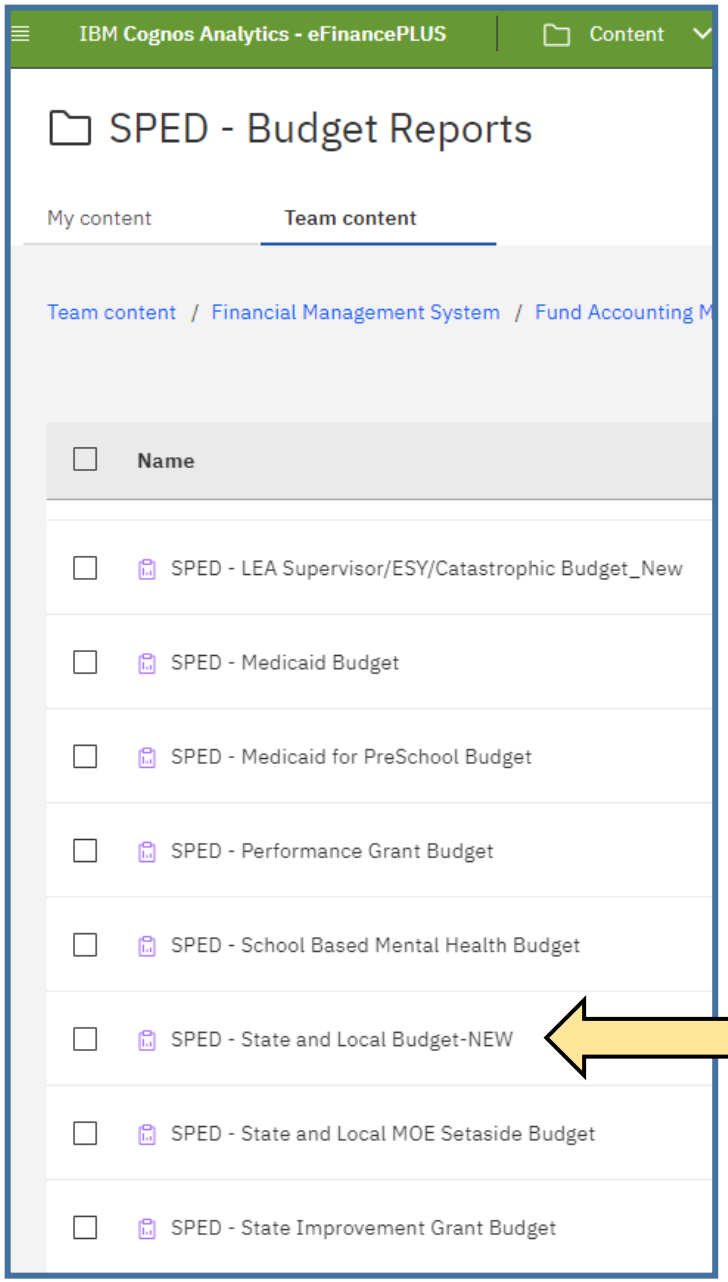
When running this report for State/Local it compares actual expenditures from previous year to current year and gives the MOE Status.



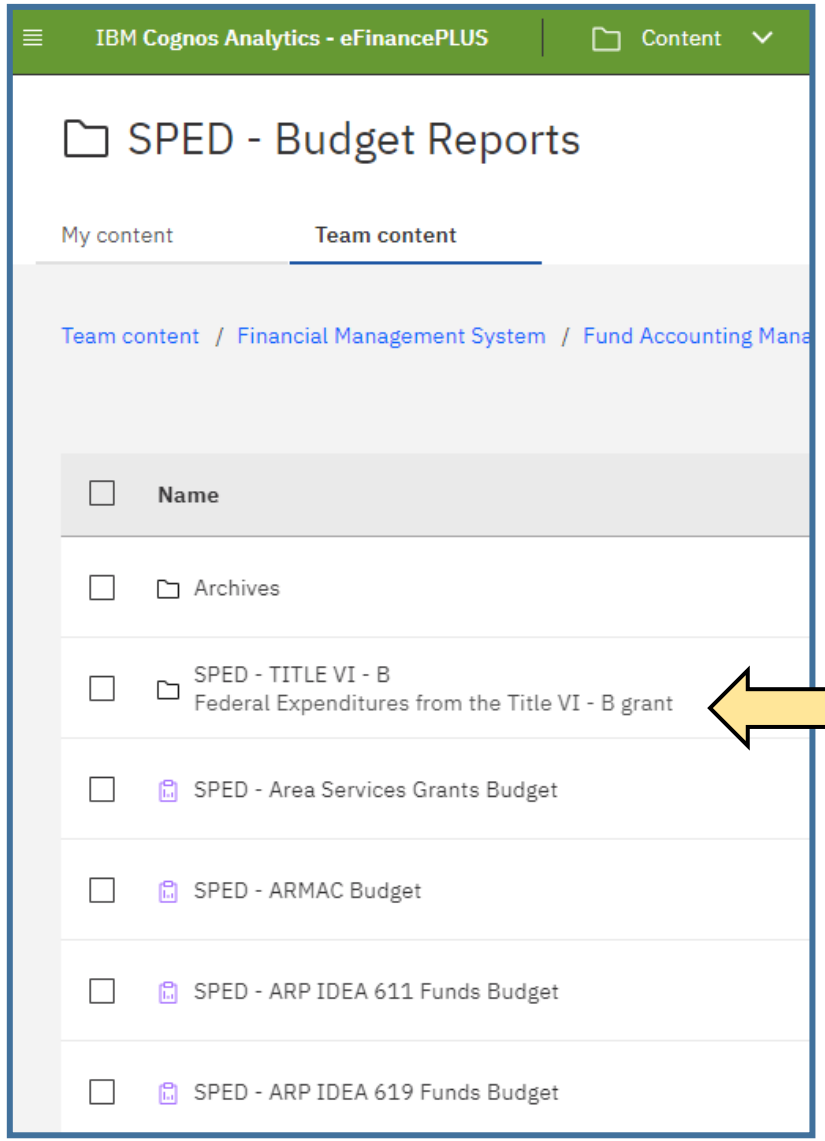
This will lead you to the Budget Reports.

This report reflects the most current amount budgeted.

When running this report for State/Local it compares actual expenditures from previous year to current year budgeted amount and gives the MOE Status.

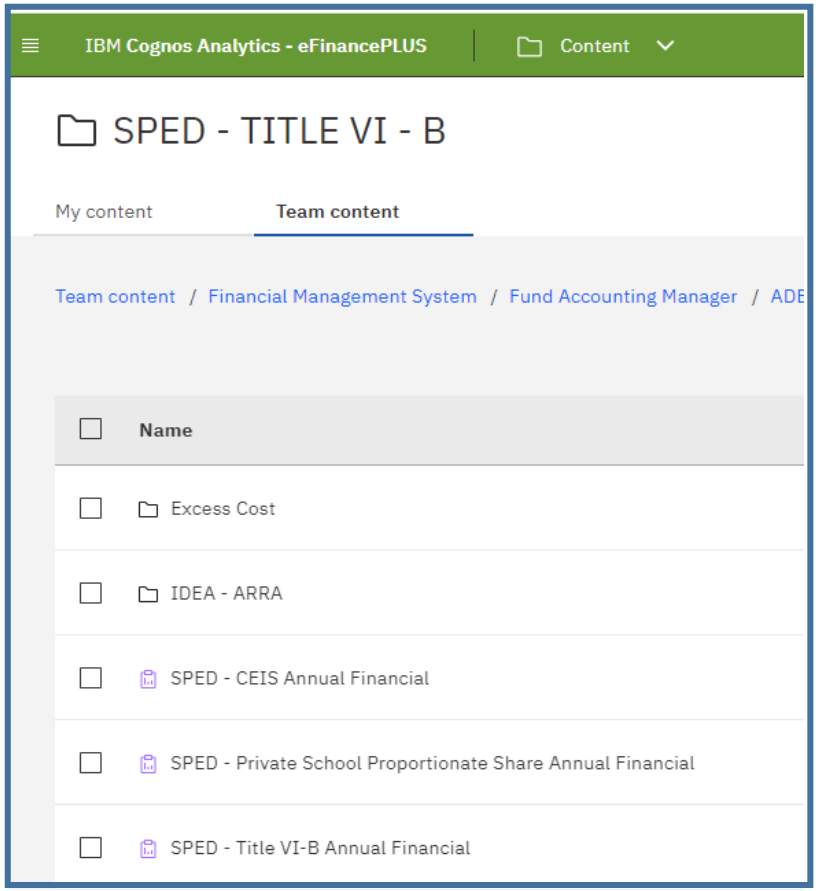
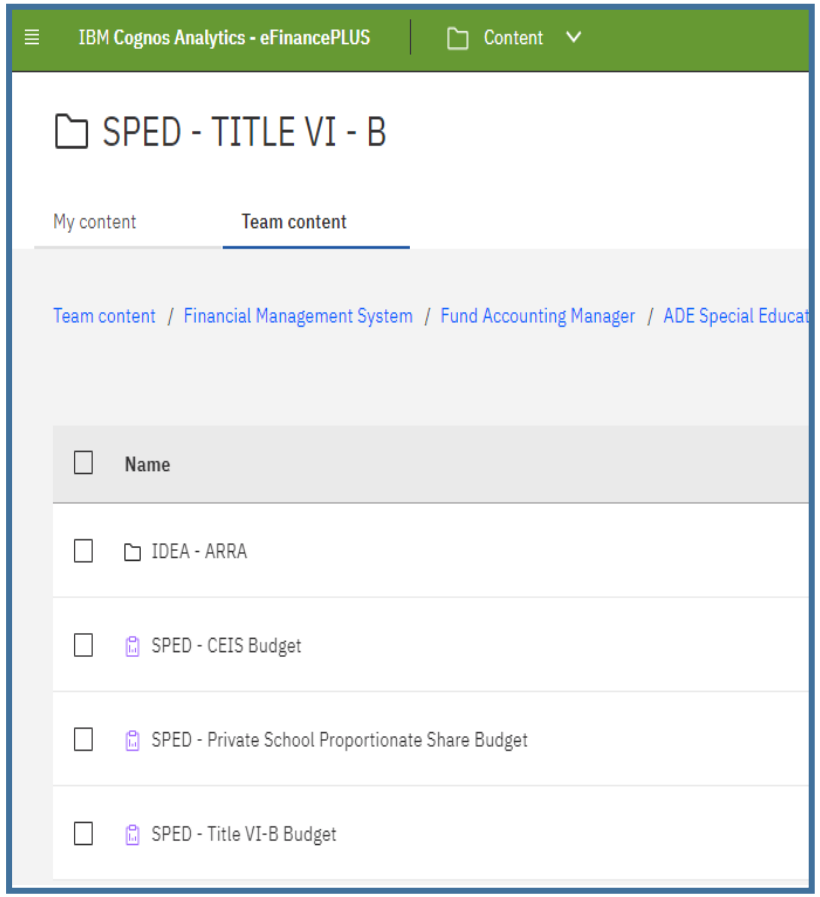


This is the SPED – State and Local Budget – New report.
When running this report for State/Local it shows actual expenditures from previous year to current year budgeted amount and gives the MOE Status.



This folder will lead you to all reports related to Title VI-B. This includes Title VI-B, PSPS, and CCEIS. There will be a Title VI-B folder under budget reports and a Title VI-B folder under AFR reports.

These CCEIS/CEIS & PSPS AFR reports are part of Title VI-B (IDEA). They reflect the assigned function and program codes.



These CCEIS/CEIS & PSPS Budget reports are part of Title VI-B (IDEA). They reflect the assigned function and program codes.